1

G. R. S. IX-5]

Previous references.

R. b. No 2282-8/E.A.g.64 of 13-5-1918 (E.A.g. reference)

File No. 66

Serial Nos. 1—7

Later references.

GENERAL AND REVENUE SECRETARIAT.

P.145/E

Serial Nos. 1—7

Part B for November 1919.

SUBJECT.

Inspection rules for the offices of the Mysore City Improvement Trust Board.

To The Chairman, Trust Bd/Mysore No 8 84 of 23-10-19.

functions a set of ——

Transmitted 18-1-19 10

W D 1240—GPB—80,000—23-1-19

1916.

2

GENERAL AND REVENUE SECRETARIAT.

(E&AB)

NOTES.

E&AB File No. 66

FILE HEADING.

Systematic inspection of the offices under the control of the Chairman

From

The Chairman of the Board of Trustees Mysore City improvement.

No. 165 Dated 24.5.16 Received 25.5.16

Diary No.	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Submits proposals of the inspection of the offices under his control.

NOTES AND ORDERS.

(1) The set of questions suggested in respect of the General office procedure seems to be sufficiently exhaustive. The supplemental set of qns: promised for the special branches has not yet been received.

GPB—35,000—15-6-12

3

G. R. S. 12]

General and Revenue Secretariat

E.A.G File No. 66 of 191 .

Serial No.

A draft calling for the same and also copy of the form referred to in para 2 i.e. Standard form of q'ns: for P.W.D. Subordinate Offices is subd
27/7/16.

(2) Issue
23/7

Letter No. 66-E.A.G. dt 24.7.16 to the Chairman, City Imp. Trust Board, Mysore, requesting him that the supplemental set of questions for special branches of his office promised in para 6 of the letter under reply may be sent without delay, and that the form of P.W.D referred to in para 2 may also be sent early making such modifications as may be necessary.

Reminded 30-7-16

do 22-1-17

Reminded 21-6-17

do 29/8/17

A draft reminder is put up.

Subd
29.8

Issue
29/8

Reminder issued on 29.8.17

Ofte reminder Subd.
26/9

Issue

Reminder issued
2-10-17

NOTE—Contn. sheet.

GPB—70,000—17-12-15

4

G. R. S. 12]

General and Revenue Secretariat. | File No. 66 of 191

Serial No.

Draft reminder submd.

Bn 5-11

Done 6/11

Reminder issued on 8.11.17

In reply to the reminder the Chairman states that list of questions for inspection will be submitted by the 3rd proximo.

Submd 23/11

Put up on the 5th 24/11

The inspection questions have not been received. Submd with a reminder 6/12

Reminder issued on 8-12-17

2 Letter No. 401-S.75/C. 213 of 16-17 & 18.12.17 from the Chairman, Actg Distt. H.B. Nyoni, Submits a set of draft inspn questions for Abstraction and Condensation of Cash Transactions and Stores of the Board and says that rules for other branches will be submd by the end of this month.

May this position Communication be accepted?

29/12/17

Off-reminder put up.

Submd Bn. 13.2

Reminder issued on 16.2.1918

Reminded again on 25-6-18.

NOTE—Contn. sheet.

GPB—70,000—17.

WD 1283—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | E.A.f File No. 66 of 1918

Serial No.

Draft of a D.O. reminder is submitted

19/8/18.

21/8/18

Q. 821/D.O. dy 24-8-18 issued.

In the above a reply within a week was requested. But there has been no response. Draft of another D.O. reminder is submitted

2/10/18

No Q. 1208 dy 10-10-18 is issued.

D. 569. - From the Chairman, Trust Board, Mysore No 214-S. 26/C. 213 of 1916-17 dy 6/11/18 states that the ~~preparation~~ framing of Inspection Rules relating to the Drawing, Acquisition & Rev Branches of his office is receiving his attention and that he hopes to submit the draft rules by the end of November 18.

Submitted for information. He will be reminded ~~by the end of next month~~ in the beginning

9/11/18

General and Revenue Secretariat. | E. 4. f File No. 65 of 191 .

Serial No.

3 From the Chairman, Trust Board, Mysore city.
No 295 – S. 37 / C. 213 of (16-17) dt 16-12-18.
Submits a set of inspection questions relating to the Drawing & Acquisition Branches of his office and promises to submit the draft pertaining to the Rev Branch by the end of this month.

Submitted. The further communication will be awaited. In the meantime the questions already recd may be scrutinised

19/12

Draft reminding is submitted.

20/1/19

Issue

20/1

R. No 2210 dt 20-1-19

4 From the Chairman Trust Board, Mysore City Amplifying letter No: 347) S 49/C 213 of (16-17) of the 13th ult dt 8/19 submitting a further list of qns: in respect of the Revenue: Branch dealing with Devaluation properties, grant of lands &c.

General and Revenue Secretariat. | File No. | of 191

Serial No.

(3) The questions are exhaustive and considering the extensive business done in the Trust Board office it seems necessary that the inspection must be searching and for this there should be detailed questions. A few corrections in pencil are made. The authorities quoted have been altered with refce: to the revised Jud: rules of Office procedure & the petition rules. A draft f.o. approving the proposals of the chairman is put up. The Addl Secy was proposed to inspect the Asst Engr's office. The Asst Engr: himself who is the presiding offr: is proposed instead in the f.o. Rules for approval or other orders

Map E.

Nepe
5/3/19.

(4) The Insp^n report-form in this case is bulky, but this is due to the several branches of work dealt with in the Trust Board. ~~The form be dispo~~ The form is intended for the annual stock-taking only and must be approved

(5) Seer for orders - of Sir

Reo Secy) DTR

Reo
6.3.19.

By III

HDB

REV. SECRETARIAT
I
6 - MAR 1919

9/11/97.

NOTE—Comn. sheet.

Serial No.

Sub

(6) The draft seems alright. May be accepted.

8.3.19

Revised

(7) Form seems very bulky. May perhaps be exd in E A Sectn since again to curtail them, omitting any unnecessary questions or shortening same —

8/3/19

Scrutinise afresh & submit on Wednesday

E A. Branch

10.3.19

In charge of Food, R.D.P.S. Postponed since 7-4-19

(8) Further revised, curtailed and resubmitted. More than half the original matter is proposed to be omitted. ~~It pertains~~

7-4-19

Mr H.G.B.

Revised

(9) Sub & Revised

9/4/19

9.4.19

(10) May be passed —

11.4.19

Relegate suggestions for Sub

12.4.19

To E. A. Branch

(12) Submitted with a typed copy of the rules as revised & the draft &c.

24/4/19 Dewan

13

25-4-19.

DEWAN'S OFFICE.
Recd. on APR 25 1919
Reg. No. 6691.

NOTE—Cont. sheet.

General and Revenue Secretariat. | E.A.I File No. 66 of 191

Serial No.

14 This is a most laborious business
The fund has to be reduced
They have taken 3 years!!

G
16.4

15

To under Secy. E.A.Bd

16 Draft to chairman TB
29-4-79

Recd 28-4-79

17 Seen with a view
18 Observe from resubmit for further review
29-4-79

5 20. The Chairman, Trust Bd, Alappuzha cir. No 3382 of 7-5-19.

~~Returns the~~ states that ~~the~~ inspection questions sent by him are very bulky and requests that a revised set of questions may be sent deleting such of the portions as he considers ~~non essential in the draft~~ ~~prepared~~ attempted in the Secrett.

19 Resubd for with refce to order of 29.4.19 above
HK
31-5-1919

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat.

E & G File No. 66 of 191

Serial No.

67 The Chairman, B of Trustees for the Impt of the City of Singapore
No 29-S. 5/C 213 of 16.7.8 21.8.19
Subts a final set of questions for the inspection of the Offices of the Board

20. Submitted for perusal and orders.

21. Paper marked V is the revised set of questions attempted in the E. & G. Dn and forwarded to the Chairman for further reduction. The questions omitted in the final draft now received are marked in pencil in the office draft (V).

HK
5-9-19

22. Pubn draft now appg of the questions & the proposals contd in Chairman's letter of 24 May 1919

23. Draft G.O. is filed

HK
11.9.19

24. Draft with remarks if any (Rev Sectt)

11/9

Submd
11/9/19

NOTE—Contn. sheet.

P-165 11

G. R. S. III-2]

General and Revenue Secretariat. | File No. 66 of 191 9.

Serial No.

The set of Questions included in the draft under consideration appears to be quite necessary inasmuch as examining the work done by the Board thoroughly. The form may therefore be approved

(Revised)

MK 14/9/19

19.9.19

GEN E. AUDIT. 19 SEP 1919

To the Spl. Audit for favour of further action.

MK 19/9

The draft order may be approved

Second member)

Approved

21/9

1509 22.9.19

Dno 2182 19-9-19.

23/9

7 To the Chairman, Trust Board, Mysore
G.O. No 884 / E.A. 8 66 of 23-10-19
Sanctions inspection rules for the offices of the Mysore City Improvement Trust Board.
(issued on 22-10-19)

Issued in forwd

TE—Contn. sheet.

12

no. 165 / Encl. 1.

D 4209

MYSORE CITY IMPROVEMENT TRUST BOARD
CHAIRMAN'S OFFICE,
Dated, Mysore, 24th May 1916.

E.A. 8 66 Col 1

FROM

T.G. Lukshmana Rao, Esq., L.C.E.,
Chairman of the Board of Trustees,
Mysore City Improvements.

To

D.M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Govt. of H. H. the Maharaja
of Mysore, Gen. ~~Ind Rev.~~ Departments/

SIR,

With reference to Government Order No. G.10870-10918/ E.A. 43-14-1 dated the 10th April 1915, and subsequent reminders calling for proposals for the periodical inspection of offices, I have the honour to state, that the offices of the Mysore City Improvement Trust Board, requiring periodical inspection are :-

1. The office of the Chairman and
2. the office of the Assistant Engineer.

2. As regards the latter office namely, that of the Assistant Engineer, Trust Board I am of opinion that the same may be treated as a Sub-Division office of Public Works Department, and inspected half yearly by the Engineer Chairman and Head-Accountant of his office, adopting the standard form of questions prescribed in the State Public Works Department.

3. As for the inspection of the Chairman's office, I beg to propose that it may be held by the Chairman himself

himself once in a year in the month of October.

4. The business transactions of this office are of a complex nature. Besides adopting the rules of procedure to be generally observed in all Public Offices in the State it has to attend to the special branches of work connected with (i) meetings of the Board of Trustees (ii) abstraction and condensation of cash transactions after the system prevailing in the Public Works Department (iii) Stores of the Board (iv) Drawing of maps, plans and other designes, (v) acquisition of properties (vi) Sale of lands etc., and (vii) grant of House building advances.

5. The set of questions forwarded with your No. 921-962 E.A. dated the 22nd May 1915, seem to relate mostly to matters of general office procedure. Certain modifications and additions typewritten red in the accompanying draft form appear necessary therein; so that they may accord themselves to the needs of this office. This draft ~~prevails~~ provides also questions relating to the special work of the office connected with the meetings of the Trustees.

6. A supplemental set of questions bearing on the remaining special branches of work of the Chairman's Office is under preparation, and will soon be ~~submitted~~.

Submitted.

I have the honour to be,

Sir,

Your most obedient servant,

Chairman.

NP.

16.

Mysore City Improvement Trust Board,

Chairman's Office,

Dated Mysore, the December 1917.

No. Leg. S. 75/C. 213 of 16-17

Enc. one.

E.A. 66 dl 2

D. 321

21-12-17

From

T.G. Lukshmana Rao, Esq., L.C.E.,

Chairman, City Improvement Trust Board,

M y s o r e.

To

C.S. Balasundram Iyer, Esq., B.A.,

Chief Secretary to the Government of His

Highness the Maharaja of Mysore, Bangalore.

S i r,

In reply to letter No.66-E.A.G. dated the 24th July 1916 from the General and Revenue Secritariate, and in continuation of this office letter No.353-S.62/C.213 of 16-17 dated the 12th ultimo, I have the honour to enclose herein a set of questions bearing on marginally noted two special branches of work of this office and to state that questions as regards the work of the ~~Drawing~~ ~~Draining~~ Acquisition and Revenue branches will be submitted by about the end of this month.

1. Abstraction and condensation of cash transaction.
2. Stores of the Board.

I have the honour to be,

S i r,

Your most obedient servant,

T G Lukshmana Rao

C h a i r m a n.

E.A.

W. D. 01041—GPB—50,000—12-11-15

GEN. & SEC. SECRETARIAT VIII
E. AUDIT.
19 DEC 1917

19

From The Chairman,
City Improvement Trust Board,
Mysore.

To
The Secretary to the Govt., of His
Highness the Maharaja of Mysore,
Revenue Department, Bangalore.

Dated
Despatched 18 December 1917.
Received
General No. 401- S. 75/C. 2130; 16-17.
No.

Enclosure No.

Subject.

Submitting a set of questions bearing on certain branches of work of this office.

2764

18

No. 295-s.37/C.213 of 16-17.

Mysore City Improvement Trust Board,
Chairman's Office,
Dated, Mysore, 13th December 1918.
16

E.A. & 66 of 3

From

Rajasilpivisarada Rao Bahadur
B. Subba Rao, Esq., L.C.E.,
Chairman, City Improvement Trust Board,
MYSORE.

To

C.S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

Sir,

In continuation of this office No.214-s.26/C.213 of 19-17 dated the 26th October last, I have the honor to submit herewith a set of questions relating to the working of the Drawing and Acquisition Branches of this office. Draft of questions as regards the work of the Revenue Branch of this office will be submitted about the ending of this month.

I have the honor to be,
Sir,
your most obedient servant,
B. Subbarao.
Chairman.

14.12.18

P.V.

CB29

GPB—50,000—26-4-15

19

19

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
17 DEC 1918

From The Chairman,
City Improvement Trust Board,
MYSORE.

To The Chief Secretary to the Government
of His Highness the Maharaja of Mysore,
BANGALORE.

Dated 13th December 1918.

Despatched 16.12.18

Received

General No. 295-s.37/C.213 of 16-17.
No.

Enclosure No. 2.

SUBJECT.

Submitting a set of questions relating to the working of the Drawing & Acquisition Branches of this office

20

No.347)S.49/C.213 of 16-17.
Enc. - 28 sheets of typed matter

Mysore City Improvement Trust Board,
Chairman's Office,
Dated, Mysore, 13th February 1919

E.A. 8 66 of 4

From

Rajasilpivisarada Rao Bahadur
B. Subba Rao, Esq., L.C.E.,
Chairman, City Improvement Trust Board,
MYSORE.

To

C.S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

Sir,

In continuation of this office No.295-S.37/C.213 of 16-17 dated the 12th December last and with reference to your reminder No.2210-E.H.G.66 dated the 20th ultimo, I have the honor to submit herewith a draft of inspection questions relating to the Revenue Branch of the Chairman's Office, -- City Improvement Trust Board, Mysore, dealing with the disposal of properties of the Board and the grant of loans from its funds for building purposes in the City, under the Rules framed by Government, and to state that with these sections the set of questions called for in Government Order No.10870 -10918 E.A. 43-14-1 dated the 10th April 1915, will be complete.

2. I beg to state that there has been a regrettable delay in completing these draft questions; but this was -- unavoidable considering the importance and the extent of the subject matter and the paucity of time that could be spared

21

spared for it amidst the current work.

have the honor to be,

S i r,

your most obedient servant,

Chairman.

13.2.19

P.V.

Memo of questions for the Inspection of the office of the Chairman, City --- Improvement Trust Board

M y s o r e.

---

1. Name of Inspecting Officer with designation. .....

2. Duration of inspection .....

   Date commenced .....

   Date concluded .....

3. Previous inspection

   Date .....

   Name and designation of inspecting Officer. .....

I. General

Buildings

1. (a) What is the general condition of the office buildings ?

   (b) Is the accommodation sufficient and suitable?

   (c) Are the rooms and premises kept clean ?

Attendance Register.

2. (a) Is an Attendance Register in use?

   (b) What are the ordinary hours of work of the office ?

   (c) Is the attendance regular ?

   (d) Who checks the Register daily ?

   (e) How is late attendance treated ?

Branches of the office.

3 (a) Into how many branches is the office divided ?

(b) How many clerks are working in each branch ?

8

List of Establishments.

4. Is an up-to-date list of the establishment both clerical and menial maintained ?

Record of qualifications and services of ministerial officers.

5. Is a record of the qualifications and services of ministerial officers maintained up-to-date?

Service Registers.

6 (a) Is a Service Register maintained for every permanent official and brought up-to-date ?

(b) Where and in whose custody are these registers kept ?

Office Order Book.

7 (a) Is an Office Order Book maintained?

(b) Are orders of leave, punishment etc., regularly recorded and given effect to?

Register of applications for appointments.

8 Is a Register of Applications for appointments maintained and are selections made therefrom?

Appointments.

9 Are all appointments made in accordance with rules pertaining to the Department.

24

Distribution of work.

10 (a) Is a record of the distribution of work among the several officials in each branch maintained?

(b) Is the work assigned to each official sufficient without being excessive ?

Diary of work done.

11 (a) Does each official maintain a diary of work done and do the entries show sufficient work for each day ?

~~(b) Is it up to date and efficient?~~

~~(c) What is the general conditions of the work indicated by these records?~~

Personal Registers of Disposing Clerks.

12 (a) Does each disposing clerk maintain a Personal Register of papers received by him for disposal? (No diary is necessary in this case) Are these registers examined by the Ministerial Head of the Office once a week at least to see that reminders are promptly issued and that there is no undue delay in disposal?

(b) Are these registers initialled by the Ministerial Head in token of his examination ?

Arrear Lists

13 (a) Does ~~every disposing clerk~~ the Chief ministerial officer prepare and submit once a month a list of references pending ~~with him as required~~ in the office by Rule ~~14~~ 13 of the General Rules

Rules of the Office Procedure ?

(b) Are these lists scrutinized carefully ~~and consolidated~~ by the Ministerial Head of the Office and submitted by the 5th of the month following ?

(c) ~~Are any cases pending unnecessarily~~ A copy of the Letter answer list may be appended with reasons for ~~(d) Are the delays noticeable in the cases of references if any pending~~ for more than 3 months ~~unavoidable and properly accounted for~~ ?

Unanswered references from Subordinate Offices.

14 Are monthly statements of unanswered references called for from Subordinate Offices and scrutinized before the 15th of the month following ?

Periodical Reports and Returns.

15 (a) Is a statement of the periodical reports and returns due from the office prepared and maintained up-to-date with all the columns filled up?

(b) Are the due dates, the dates of actual submission, and names of the clerks responsible for their preparation noted therein ?

(c) Is it scrutinized monthly by the Head of the office ?

(d) How many and ~~xxxx~~ which returns were overdue at the time of inspection ?

Standing Orders.

16 (a) Is a complete set of the orders of Government relating to the

26

the constitution and working of the Board maintained ?

Standing Orders continued.

(b) Has a collection of all the Resolutions of the Board affectin its Executive Administration been made and separately filed ?

(c) Are circular instructions --- received from the Chief Engineer and the Comptroller Public Works Branch, as well as those issued by the Chairman maintained in separate Files?

(d) Is each File provided with a table of contents andan index?

Furniture.

17 (a) Are all articles of furniture duly painted with letters and numbers?

(b) Is a ~~block~~ Register of furniture maintained with entries therein of details as to the cost and date of purchase of each article?

(c) Is the Register verified once every ~~half year~~ quarter by the Ministerial Head of the office, and the result reported?

(d) Is a note made in the Register of all articles that are lost or are unserviceable?

(e) What is the ~~condition~~ condition of the furniture kept?

(f) Is the furniture adequate to the needs of the office or more than necessary?

27 28

Stationery and Forms.

18 (a) In whose custody is the office Stationery?

(b) Are the stock and issue -- Registers regularly maintained?

(c) Are they submitted monthly for the inspection of the Ministerial Head of the Office?

Is the book balance verified with the stock every quarter?

(d) Is a general indent book maintained for monthly issue of stationery?

(e) Is a Register of Periodical issue of stationery maintained?

(f) Is the consumption of stationery within the sanctioned scale?

(g) Is a stock taken once a year of the stationery articles in hand before the Annual --- stationery Indent is forwarded to the Superintendent of -- Stationery Department?

(h) Are old and unserviceable articles sold by public auction and the proceeds credited as per Rule 19 of the Stationery Rules?

(i) Who keeps the stock of Forms?

(j) Where are they kept? Are they neatly arranged?

(k) Are the printed forms in use numbered and indicated by distinguishing letters?

(l) In the case of books of -- printed forms, are serial and page numbers given to them

to them before issue and a certificate made thereon by the Officer in charge as to the number of pages contained ?

(m) Is sufficient attention given to see that these books of forms are not issued for use in advance of their actual requirement?

(n) Are all Receipts and Issues of forms noted in a Register?

(o) Are obsolete and damaged forms weeded out obtaining the permission of the Chief Ministerial Officer?

II. CORRESPONDENCE. (English).

~~Correspondence~~ Registers.

English.

II. (a) Are the current and disposal registers ~~of inward and outward correspondence~~ properly maintained ~~with cross~~ with cross references regularly marked?

~~(b) How many of such registers are maintained?~~

(c) Are the registers written up neatly and the entries consise and clear with catch words underlined. .

Classification of correspondence received.

2. (a) Are all receipts classified in the manner laid down in Rule 7 of the General Rules of Office Procedure? and is

~~(b) Is~~ the time for referencing and ~~noted~~ drafting noted on all receipts by the Ministerial

29

Ministerial Head of the office, ~~and~~ the due observance of ~~Rule 29~~ of the ~~Rules of office Procedure~~ ~~in this respect attended to?~~

Current Registers. 3. Is every current paper handed over tothe clerk who deals with the subject to which it relates as soon as it is registered?

Confidential Papers. 4. How are confidential papers dealt with as regards their (i) Registration (ii) Custody and (iii) Despatch?

Despatch Registers. 5. (a) Are a Peon Book and Tappal Book maintained?

(b) Are entries in these books made systematically?

(c) Are these despatch registers checked by the Chief Ministerial Officer once a month and abnormal delay or other irregularities in the issue of letters reported to the Head of the Office?

Copying and Despatching. 6. (a) Is there any delay in the Fair copying and despatching of letters?

(b) Are all papers despatched invariably on the day they are signed or the following day?

(c) Are copies retained of all endorsements sent in original?

~~Disposal List and~~ Despatch Docket Sheet. 7. (a) Are separate disposal lists for important, ordinary and routine papers written up concurrently

concurrently with the fair copying of the drafts ?.

~~(b)~~ Are all Files of important and ordinary series enclosed in -- despatch docket sheets and properly stitched?

Service Postage Labels.

8 (a) Is the account of Service Postage Labels correctly written up?

~~(b) Who keeps them and where?~~

(c) Does the balance of labels agree with the Book Balance?

Typewrting Machine.

9 (a) Is the working of the office Typewriting machine ~~being~~ examined by the Ministerial Head of the office once a month?

~~(b) Has he recorded~~ his opinion ~~as to whether the machine is properly maintained.~~ recorded in a register kept for the purpose?

Examination of the Registers in the clerical Branch.

10. Are all the registers of the clerical branch periodically examined by the Ministerial Head of the office, and signed by him in token of their inspection?

III. PETITIONS

Petitions.

(a) At what hour are petitions -- generally received daily by the Head of the Office?

(b) What arrangements are made to grant interviews to the public?

(c) Is Rule 8 of the Petition Rules observed in the case of all

31 27

all petitions presented to the office?

(d) Who has been authorized to grant acknowledgment receipts for petitions to parties that desire the same under Rule 10 of the Petition Rules?

Subordinate Officer's Reports.

2 (a) What is the maximum time allowed to Subordinate Officers to report upon the petitions referred to them?

(b) Are their reports received without undue delay?

(c) How are abnormal delays dealt with?

Petition Register and disposal of petitions.

3. (a) Is a separate Petition Register maintained? and does it show the method of disposal and the date and nature of endorsements granted?

(b) Is an alphabetical index of places and persons attached to the Register and written up from time to time?

(c) Is the procedure prescribed in Rule 13 of the Petition Rules carefully adopted and acted up to?

(d) Is there any abnormal delay in the disposal of petitions?

Copy applications.

4. (a) Is a separate Register for copy applications maintained?

(b) Are the money and stamps received for copies regularly entered in this Register?

(c) Is the Register examined and signed

signed by the Ministerial Head of the office every month?

(d) Where are all the money and stamps received for copies kept?

(e) What is the oldest copy application pending and how many are pending for more than a month and why?

Quarterly return of Petitions.

5. Is the Quarterly Return of petitions sent up regularly as required by Rule 24 of the Petition Rules?

IV. CASH AND CONTINGENCIES.

Official looking after cash transactions.

IV. I. (a) What is the status of the official looking after the cash transactions?

(b) What is the extent of the security deposit required of him? To what extent is such security furnished?

Cash book.

2. (a) Is a cash book in the prescribed printed form maintained?

(b) Are the pages of the Cash book consecutively numbered and duly certified to?

(c) Is it kept well bound and in durable condition, so as no pages may fall off from it?

(d) Is the cash book posted day by day with perfect accuracy? Are the entries of all receipts and payments made clearly with sufficient details consistent with conciseness?

(e) Are all receipts of the Department

Department supported by Chellans and payments supported by Vouchers approved by the Chairman?

(f) Are references invariably made to the service or work for which the amount is received or paid, so as the different items of cash -- transactions may easily be traced through other accounts?

(g) Are Imprest advances and subsequent increases or decreases in them as also money advanced to Subordinates for disbursement to others noted in Red Ink?

(h) Are renewed Cheques entered in Red Ink parenthetically in the Cash Book?

(i) Are counter references to second entries invariably given in the Cash Book against the original entries in the case of concelled and duplicate cheques?

(j) Is the Cash Book free from erasures?

(k) Are all corrections of errors in the Cash Book made in Red Ink and initialled by the Chairman? ~~in the office~~

(l) Are any payments made by the Cashier without the written orders from the Chairman?

(m) Were any suspicious entries and other irregularities noticed in the postings of the Cash Book, and what steps were taken in -- respect of them?

34 36

~~(n) When is the Cash Book balanced?~~

(o) Are the Cash ~~Book~~ and Treasury balances detailed in a foot note at the end of each month and verified?

(p) Have these monthly balances been duly verified? In the case of Treasury Balances, have they been compared with the Treasury Pass Book and the items of -- differences noted?

(q) Is the Cash Book signed by the Chairman at the end of each month?

Cash and its Custody.

3. (a) What is the date of last entry in the Cash Book?

(b) Was the balance of Cash in hand counted and does it agree with the balance shown by the Cash Book?

(c) Was any private cash found mixed up with office money?

(d) Is the cash Chest secure and Chabb's Lock used?

(e) What official documents or other articles does the cash chest contain in addition to Government money?

(f) When the keys of one Lock of this Chest are in the custody of the Cashier, who is made the Custodian of the keys of the other lock?

(g) What arrangements have been made for safe-guarding Treasure?

(h) Are large sums ever kept in hand for any length of time without being utilized? If so, state the circumstances under which this has happened?

Departmental Receipts.

4. (a) Is a Remittance Register of Departmental receipts maintained?

(b) Are all Departmental receipts of money promptly remitted to the Treasury ~~for credit~~?

(c) Are there any instances in which remittances to Treasury have been ~~made with~~ unduly delayed?

Security deposits.

5. (a) Is a Register of deposits of cash securities maintained?

(b) Are such deposits paid into Government Savings Bank, as -- ~~the~~ pass books connected with received, and ~~the~~ each account kept in safe custody?

Receipts for money received from private parties.

6. (a) Are receipts to be granted for this purpose kept with counterfoils in book form duly numbered and paged? In whose custody are these Receipt books kept?

(b) Are such receipts invariably granted in every case under the signature of the Chairman?

(c) In cases in which recoveries are made by Subordinate officers upon ad-interim receipts, is sufficient attention ~~being~~ paid to get back such ed?

such ad-interim receipts in exchange of the final ones?

(d) Are the ad-interim receipts so got back carefully checked with the counte-foils of the final receipt, and differences if any, brought to notice:

Cheques.

7. (a) In whose custody is the cheque book kept?

(b) Are the number of cheque books invariably communicated to the Treasury officers concerned before they are brought into use?

(c) Are all cheques issued to persons in Government employ made payable "to order"?

(d) Are required entries as regards undrawn balance made invariably on the reverse of the counter-foil of each cheque drawn to guard against the over drawal of credit?

(e) What arrangements are made to make over cheques to the parties in whose favour they are drawn? Does the existing arrangement prevent undue delay in their delivery and guard against wrong delivery?

(f) Are reference entries properly made on the counterfoils in the case of cheques renewed, cancelled or lost?

Contingencies.

8. (a) Is an Order Book for contingent charges maintained? ~~Who keeps this Book?~~

(b) Is ~~the~~ a contingent Register maintained?

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(c) Are all charges incurred on account of contingencies entered in the contingent Register from day to day and totals struck at the end of each month?

(d) Is this Register examined and initialled by the Ministerial head of the office once a month?

(e) Are all contingent charges incurred under due authority, sanction of Government being obtained where necessary?

(f) Is the expenditure kept within the Budget Grant?

(g) Does the cashier of the office hold any permanent advance to meet urgent Departmental expenses? If so, what is the amount?

(h) What arrangements are made for urgent payments if any, being made, out of this advance, when the Chairman may not be present in the office?

Salaries.

9. (a) Are salary bills prepared with reference to the attendance Register, Leave Register, and office Order Book?

(b) Is an Acquittance Roll maintained?

(c) Are all salaries drawn duly disbursed and proper receipts taken therein?

(d) Are stamps affixed to receipts in respect of payments got duly cancelled, so that, they may not be used again?

38 34

(e) Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointment? requiring sanction of higher authorities?

(f) Is the Acquittance Roll examined every month by the ~~Chief Ministerial Officer~~ Head of the Office?

(g) Have personal claims of officers to pay and allowances and increments being disbursed without delay? If any are delayed, what is the cause for the same?

Insurance and Contribution to State Provident Fund.

10. (a) Have the insured Officials whose services have been lent to the Trust Board, and whose pay has been permanently increased submitted their proposals for further insurance?

(b) How many officials holding either permanent or temporary appointments are lent for service under the Trust Board? Have those officials availed themselves of the benefits extended by Government Order No. 740/-3 dated 22nd February 1906 and No. 71738/9:427 B 15-14-2 dated 15th June 1915.

(c) In the case of the officials in the Trust Board who are not

39 35

not eligible for insurance under the rules how many have contributed to the State Provident Fund?

(d) Are recoveries on account of premium punctually recovered from the ~~in~~ insured officials and are such recoveries ~~entered~~ noted in the Premium books of the officials concerned ~~and~~ under initials of the Head of the Office ~~obtained against those entries~~ and also entered in a Register of Premium receipts?

(e) Is a Register showing the Premium or contribution recovered from each official maintained?

(f) Are all recoveries on account of premium or contribution punctually remitted into the treasury?

Travelling allowances.

11. (a) Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

(b) Are drafts of the travelling allowance bills maintained in a Register?

(c) In the case of fixed travelling allowance to officers and subordinates are Journals of their work for the month passed invariably by the Head of the Office beofre disbursement of allowances due to them?

V. RECORDS.

System of record arrangement.

V. 1. (a) Under what system are the records of the office arranged?

(b) Are separate shelves or spaces set apart for each department of business

business, and labels attached to these shelves?

(c) Are the Files of papers preserved in proper order in the respective shelves?

(d) Are soiled or torn File Boards promptly replaced by fresh ones?

Official in charge of records. 2. (a) In whose charge are the records kept?

(b) Is he assisted by other hands and is such assistance adequate for proper and expeditious despatch of work in this Branch?

Sorting of Records.

3. (a) Are all the records sorted according to the prevailing system?

(b) If not, what is the quantity of papers remaining to be sorted?

(c) What time is necessary to complete their sorting?

Index of Important and ordinary Files

4. (a) Is an Index Register of all papers of important and ordinary series being maintained properly without undue delay?

(b) Has the work of Indexing been -- scrutinized by the Ministerial Head of the office to see that it is carefully performed?

Issue of Records.

5. (a) Is a Record Issue Register maintained?

(b) Are records permitted to be removed without a substitution slip signed

41 37

signed by the requisitioning official?

(c) Are records asked for by the Disposing Clerks furnished without undue delay?

(d) Are delays more than 7 days in referencing brought to notice and extension of time obtained?

Outstanding disposed off Files.

6. (a) Are any of the disposed off Files detained unnecessarily by the Disposing clerks without being sent to the Records?

(b) In the case of records taken out of the Record Room and outstanding for long periods, has a list of them been made out, and brought to the notice of the Head of the office?

(c) Are timely reminders sent for the return of the original papers if any, forwarded as enclosures with outward correspondance?

Undisposed off Files and Papers not containing a closing order.

7. (a) Are any incomplete and undisposed off Files sent to or received in the Records, the closing order of which is not attested by the Head of the office or the Chief Ministerial Officer?

Registers and Account Books handed over to the Records

8. (a) Is a Stock List and Ledger of Registers maintained?

42 3

(b) Are labels affixed to the outside cover of each register and account book showing the number, name, volume, authority prescribing and the period embraced?

Gazettes.

9. (a) Are portions of special interest to the office detatched as each Gazette is received and eventually bound for preservation?

Administration Reports.

10. (a) Are Administration reports of the Department got periodically bound up, the volumes being numbered?

(b) Are annual reports of other City Improvement Trusts filed in order? Are Volumes of monthly Proceedings of Government filed in order?

Destruction of unserviceable records.

11. (a) Have rules been framed for regulating the periodical destruction of unserviceable records?

(b) Have all time-expired papers been eliminated according to such rules? A list showing the number and nature of time barred papers, if any, still to be destroyed may be appended?

Library.

12. (a) In whose charge is the office Library, and where is it kept?

(b) What is its general condition?

43 37

(b) Is a Register maintained for entering books and publications as they are received and is it written up-to-date?

VI. MEETINGS OF THE TRUSTEES.

Note memoranda of subjects to be placed before the Board.

1. (a) ~~Test~~ Are Note Memoranda of subjects to be placed before the Board at its ~~each~~ meetings ~~been~~ kept and are entries made therein ~~then and there as~~ immediately papers are sent ordered for the purpose?

(b) Is the Agenda prepared from the Note Memoranda in time ~~so that it is~~ for circulation among the Trustees at least 7 days before the date of each meeting?

References relating to subjects to come before the Board.

2. Are complete references with plans etc., where necessary and a clear office Note of facts relating to each subject to be brought before the Board circulated among the Trustees with the Agenda?

Minutes of the Boards Proceedings.

3. (a) Are minutes ~~of~~ contain the names of the Trustees present ~~and of~~ the proceedings of each meeting kept in a book and got signed at the next meeting?

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(b) Is a copy of the minutes of the Board's Proceedings invariably furnished to Government?

(c) ~~Are~~ Is a printed ~~copies~~ collection of the Proceedings of the Board at each meeting ~~obtained from the press from time to time, and is collection thereof~~ separately kept with a suitable index?

Action upon the Resolutions of the Board.

4. (a) ~~Are papers connected with~~ Is action in respect of such resolutions of the Board as required to be carried into effect ~~required to the concerned~~ promptly taken officials without undue delay, for further needful action being taken?

(b) Has there been any want of promptness in attending to the disposal of these papers by the end of the month following?

(c) In how many cases of these resolutions and for what length of time in each case action was found to have not been taken at the time of inspection?

Business of committees appointed by the Board.

5. (a) To which official is the work of attending to the transaction of business of the committees appointed by the Board entrusted?

(b) Has he been doing this work --

45 61

~~work satisfactorily?~~

Subbhramanyam

Chairman

Mr

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...ers of compilation.

VII. Abstraction and condensation of cash transactions:

1. (a) ~~What~~ Are registers ~~have been~~ maintained to abstract and condense the whole cash transactions of the office for each month?

(b) Are they all in the approved form?

(c) Are these written up neatly and legibly, kept well-bound, paged right through and strongly stitched?

(d) Are these registers systematically posted up? up to what month has the posting been completed?

(e) What supplemental registers are found necessary to be opened either for the ready collection of the required special statistics, or for the better classification of the details of transaction?

Registers of works.

2. (a) Is a register of works maintained?

~~(b) Does this register~~ show the outlay on each work as well as on each sub head of work?

(c) Is there an abstract of the whole project for compensation of the estimate.

(d) Do the registers of work show whether the rates or quantities of work have been, ~~or~~, are likely to be ~~executed~~ exceeded?

(e) Are completion reports prepared and submitted in respect of completed works immediately after they are finished?

~~(f)~~ Note cases, if any, in which there has been considerable delay with reasons.

Register of accepted tenders.

3. (a) Is a register of tenders -- accepted and of petty contracters kept ~~up~~? Is money deposited with tenders, that is, earnest money, duly accounted for?

(b) Has security been taken in all cases in cash or Government paper for the due fulfilment of contracts or are deductions made from bills on this account~~s~~?

(c) Are there any advances to ~~ex~~ contractors (not payments on account) outstanding? If so, give particulars ~~and~~ for the advances.

Register of appropriation.

4. (a) Is the register of appropriation posted up-to-date.

(b) Is there ~~any likelihood~~ of an excess or ~~xp lapse~~ of budget grant.

Register of liabilities.

5. (a) Is a register of liabilities maintained and is it posted correctly and up-to-date.

(b) What is the amount of ~~liabilit~~ liability

49 65

book duly exercised by the Head Accountant in respect of final bills?

Monthly Accounts.

9 (a) ~~What are the dates prescribed for the submission of (1)~~ Are the cash balance return (2) Account current and ~~(3)~~ monthly accounts to the ~~Comptr~~ Comptroller ~~for~~ on ~~audit?~~ Are dates. Note

~~(b) Note instances with causes of delay which may have occurred in the past twelve months in submitting the same.~~

(c) Are ~~all the~~ audit notes received from the Comptroller promptly replied to?

~~Great delay may occur to be attended to and why are the letters delayed~~ Dates

(d) Do the nature of remarks in the audit notes indicate careless accounting or ignorance of rules and procedure on the part of the accountant concerned?

Accounts of Deposits and miscellaneous advances.

10. (a) Note ~~any~~ the long-standing items which ought to be cleared from (1) the deposit account and (2) miscellaneous advances the steps ~~that have been~~ taken to effect this.

(b) Are steps being taken to get the items of miscellaneous advances adjusted without undue delay?

(c) Note the instances of long standing items with reasons for their non-adjustment.

VIII. Stores of the Board.

1. (a) ~~What are~~ Who is the arrangement for securing the Board's stores ~~kept~~? and does it provide

(b) What arrangements are made for their proper care? Are the arrangements for watching sufficient to afford a ~~guarantee~~ adequate safety against unauthorized removal of the Board's articles, or introduction or substitution of inferior ones for articles accepted as sound. ~~as sound~~. ~~Suggestions for improvement may be noted~~

~~(c) If any defects seem to exist, how are they proposed to be remedied?~~

Test of articles received.

2. (a) Who conducts the test and how is the record of the result of testing officer maintained.

(b) What is the ~~security~~ security taken from the store-keeper? Is it sufficient ~~taking into consideration the quantity of transactions~~?

Stock articles.

3. (a) Is a register of daily receipts and issues of these articles maintained and systematically posted up?

(b) ~~Are~~ Is the a form Register prescribed in the Public Works Department Code kept, and ~~also~~ the Stock Abstract Book maintained?

(c) Are the entries in these registers checked by the Head Accountant from time to time (& the correctness of balances verified) ~~and has he put his initials thereir with dates in token of his having done so?~~

51 47

(d) Has the correctness of stock balances been verified?

(e) ~~(5)~~ What is the standard limit of ~~stock~~ stock? Is the balance at the end of last month for which accounts have been completed within that limit? If not, what is the excess and what action is taken to regularise it?

(f) Is there any unserviceable and valueless stock on the registers? If so the same may be detailed & their disposal ordered.

Tools and Plant.

4. (a) Is the register of Tools and plant in form A maintained in addition to the daily register of receipts and issues?

(b) Are they posted up to date and duly checked by the Head Accountant?

(c) ~~Have you satisfied yourself that~~ Are all tools not in stores or in immediate charge of the Assistant Engineer ~~are~~ duly accounted for & recoverable?

(d) What are the reasons given for tools not properly accounted for? How do you propose to deal with them?

(e) ~~Have~~ Are all the surveying and ~~mathematical~~ mathematical instruments ~~been examined~~ ~~and they~~ in proper order? ~~and properly cared for?~~ If not, explain.

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Materials.

5. (a) What registers have been maintained for noting the receipts and issues of materials?

ate

(b) Are they systematically posted by the store-keeper and the accuracy of the entries certified by the Head Accountant?

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(c) Is a register of orders placed with firms and other dealers systematically kept? and the obtaining of supplies regulated strictly in accordance with orders placed.

all

(d) Are copies of Railway Receipts kept serially numbered?

inage

and

(e) Are the transactions of materials at site correct? Have the materials been counted within the last 12 months and certified to be in good condition and at fair market rates?

cial

(f) Is the value of materials at site shown in such a manner as not to vitiate the rates of work?

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(g) Are there any surplus materials on which there have been no transaction during the past 6 months, and which are not likely to be required within next 12 months. If so, what steps have been taken? in respect of them

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Chairman.

E. A.

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IX. Maps, Plans and other Drawings.

Lists of maps, plans, designs etc.,

I.(a) Are lists maintained separatel of-

(1) Authorised maps of the Mysore City and its environments obtained for the use of the Department,

(2) Plans of the several parts of the city surveyed Departmental from time to time

(3) Designs and sections of drains and their appurtenances, latrines, buildings etc.,

(4) Detailed drawings of drainage and other miscellaneous works, and

(5) Sketches accompanying special reports, communications to other departments and subjects placed before the Board.

(b) Are the above maps, plans, designs drawings and sketches arranged in the order of their serial number in the lists, so that they may be easily taken out for reference -- whenever necessary?

Worked-out Plans.

2. (a) Is a separate set or block plans preserved to show the improvements actually carried out against the proposals originally made?

(b) Are the several improvement-

errected from time to time (including the acquisition and sale of properties) transcribed therein systematically?

(c) Are these worked-out plans up-to-date?

Blue Prints.

3. Is a register of blue prints taken out from time to time, mounted and supplied for the use of the -- out-door and in-door subordinates and for other purposes kept and properly maintained?

Register of Estimates.

4. (a) Is a register of estimates passed by the Board & those submitted to and sanctioned by Government --- properly maintained with authority etc., noted?

(b) Is this register complete and up-to-date?

Drawing and Mathematica Instruments.

5. Are the drawing and mathematical instruments supplied to the Drawing Branch in proper order and properly cared for?

CHAIRMAN.

14.12.14

X. Acquisition of properties.

Declaration Statements.

1. (a)

(1) What are the sources from which preliminary information as to ownership of properties is obtained for the preparation of drafts of these statements?

(ii) Do these draft statements furnish information as to the names of persons in actual enjoyment of the several properties concerned, as ascertained during the service of notices under Section 16 of the City of Mysore Improvement Regulatio

(iii) Are boundaries of each property described therein given with sufficient accuracy and ---- clearness?

(iv) As regards houses, is care bestowed to insert particulars in these statements invariably in each case as to (1) their correct Municipal and plan numbers and (2) whether they are to be acquired in whole or in part?

(b) Is a collection of all the printed declarations published from time to time under the signatur of the Secretary to Government in respect of properties needed for purposes of the Trust Board kept

Is a note of acquisition of compensation made at each property as it is acquired

separately for ready reference?

Is a note made area of their acquisition

(c)

(1) Are needful entries made systematically in these declaration statements to indicate at any time, all such properties ~~as the compensation~~ for which has previously been settled or awarded?

~~(2) By whom are these entries attested?~~

3 (3) Is the system prevailing in this respect found to be an effective check against a property being brought up again for treatment, after the acquisition ---- proceedings regarding it have once before been closed?

Notices under Section 9 of the Land Acquisition Regulation -- and their service.

2. (a) Is a public notice under clause 1 of Section 9 of the Land Acquisition Regulation given in respect of every acquisition --- scheme?

(b) What is the interval left between the issue of each general notice and the issue of special notices on individual persons concerned?

Is such interval found sufficient to give due publicity of the intended acquisition to all ~~parties~~ persons interested?

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(c) Is a sufficient period of not less than 15 clear days given invariably in every case for the appearance of parties?

note

~~If there are~~ exceptions, if any ~~state them~~ with reasons.

(d) How is the preparation and service of individual notices regulated?

Does it accord with the programme of inspection of properties by the Acquisition officer -- for taking measurements etc.,? If not, why not?

(e) Are special notices issued to every person known to be interested in the property with reference to the declaration statement and the register of claims?

Are notices under clause 3 of Section 9 given to persons who may be discovered to be interested in the course of the Acquisition Proceedings?

(f)

(i) What records are ---- maintained to show the proper service of these notices?

(ii) What check is exercised on the notice servers to see that the notices are properly served

and endorsements obtained promptly and without unnecessary delay?

(iii) How are notices on interested persons residing in out-stations and having no agent in the city dealt with?

Calendar of Acquisition cases posted for enquiry etc.,

3. (1) Is a calendar of ---- acquisition cases posted for enquiry and other purposes maintained in the Compensation Branch?

(2) Are entries therein made up to date, showing dates of adjournments etc., if any?

(3) How are parties given to know the adjournments made?

Register of Claim petitions ~~and their treatment~~.

(a) Is a register of claim petitions received in the office maintained, and the disposal marked against each: the proceedings thereon disposal ~~matters~~,

(b) Are there any cases of undue delay in disposal?

4. (a) ~~What arrangements are made so that the~~ claim petitions received in the office ~~may not come to be overlooked~~ promptly disposed of.

(b) Are receipts of ---- acknowledgements of these claim petitions granted to parties when they apply for them, affixing one anna Court fee stamp? Who grants such receipts?

(c) How are claim petitions containing insufficient details as to number of property, its situatio and its boundaries dealt with?

(d) Are these claim petition

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Are the claim petitions ~~returned by the concerned~~ out-door subordinates punctually the very next day or the latest within 2 days ~~after they are referred to them for~~ noting ~~down~~ thereon, the plan No. of the property and the block? ~~Are these~~

~~(e) Are these claim petitions~~ registered immediately after their return from the out-door subordinates in a special register called the "Register of claims" maintained in the Acquisition Section, with dates of such registration and simultaneously indexed with proper care?

(f) Immediately after the ~~claim petition is registered in the Register of claims and indexed, is it transferred~~ to the file of records connected with the ---- acquisition of property concerned?

(g) Have there been any cases in which claims have become abortive owing to the latches of the officials concerned either in marking, registering or indexing them? If so, how has such -- negligence been dealt with?

Records of Acquisition cases.

5. (a) Are the records connected with each case brought up in a complete form before the date fixed for its hearing?

Are all acqn. files duly provided with index cover

(b) Are covering sheets containing information under the following heads attached to each file:-

(1) Notices acknowledged by parties known to be interested in the property,

(2) Claim petitions received,

(3) Documents presented in support of the claims,

(4) List of measurements and other details of the property the correctness whereof have been attested by the owners and

(5) Statement made by parties in respect of points mentioned in the notice under Section 9 of the Land Acquisition Regulation.

Properties acquired by mutual agreement

~~(a)~~ Is a separate register of properties acquired by mutual agreement maintained and is it up to date?

6. (a) Does the procedure adopted in these cases conform ~~strictly with~~ the provisions of Sections 22 and 11 of the City of Mysore Improvement Regulation? Are adhered to in such cases?

(b) Are agreements taken invariably in a proper form, particular care being taken to see that there have been no previous encumbrances?

Notices of award.

7. ~~(a)~~ Are notices of award given immediately to such of the

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the persons interested as are not present personally or by their representatives when the award is made? Note in Danger of Delay, or omission of any

(b) Quote instances if any, where there has been undue delay in this respect.

Intimation of payment of compensation 8. (a) Are the out-door subordinates intimated promptly of the payments made on account of properties acquired, in view to enable them to take over the possession?

In what manner is such ~~information~~ intimation given?

(b) In cases where the amount of compensation is kept in the Treasury as a Revenue deposit or sent to court, are the parties concerned given intimation of the same ~~timely~~ immediately?

Special Mutchilikas from owners of properties acquired. 9. (a) ~~Are statements~~ Is a register maintained ~~obtained from the owners of~~ showing in respect of acquired properties ~~in each acquisition case regarding the following points:-~~

(1) Whether the property is occupied ~~by the owner himself or by tenants or is vacant,~~ ? any

(2) If occupied, what reasonable time is required for vacating it,

(3) The rent agreed to be paid in case the time required for giving over possession of the property is to exceed one month.

(4) The amount to be deposited as security for the safety of the materials (including ~~features~~ fixtures) of the acquired property.

(b) Is a register showing the above particulars maintained to enable the systematic enforcement of the terms as to the surrender of the property?

Movements of the displaced population

10. Is a register maintained to show the movements of the displaced population or how they have been transplanted, and the help, if any, they may have received from the Trust Board either in the shape of materials, site, loan or otherwise?

Registers and accounts of the Compensation Section

11. (a) What are the registers maintained in this Section?

(b) Are they all up to date

(c) What alterations, if any, in the headings of these registers seem necessary for the better exhibition of the results of the acquisition work?

(d) Is the introduction of any supplemental registers, ---- necessary?

(e) Is the Register of properties acquired under each proposal of the several improvement schemes, with their measurements, particulars of payment made etc. systematically maintained?

(f) Are the properties acquired caused to be marked by the out-door subordinates on the plans of the concerned blocks supplied to the Compensation branch then and there?

(g) Are monthly abstracts of properties acquired and ----- demolished prepared punctually before the 5th of every month?

CHAIRMAN.

14.12.19

XI. Properties of the Board.

Lands belonging to the Government or the Municipal Council vested in the Board.

I. (a) In what parts of the City have lands belonging to Government or to the Municipal Council been transferred to the Board and vested in it, under the orders of Government?

(b) If in the remaining parts of the City, wherein the Trust Board has been carrying on its operations, there exist lands belonging either to Government or the Municipal Council, has -- application been made to Government for their transfer to the Board under -- Section 24 of the City of Mysore Improve -ment Regulation? If not, state the reasons why this has been deferred.

~~(c)~~ (i) Is a Register of Properties vested in the Board maintained? Yes

~~(ii) Is it complete and~~ up to date? as new properties are acquired?

(iii) Does this Register show the appropriation of the several properties for Board's purposes, and the resumptions, if any, made by Government or the Municipal Council?

(iv) What is the extent of vested land according to this Register in --- possession of the Trust Board on the date of inspection?

(d) How are these vested properties shown on the block plans?

Properties acquired by the Board.

II. (a) ~~Are separate~~ register

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registers opened under the following heads for recording therein, particulars regarding the properties acquired by the Board and their appropriation?

(I) Lands (i.e.) survey numbers -- appearing in the registers of the --- Revenue Department, acquired for purposes of the Board.

(2) Houses and vacant lands acquire in the City for the several Improvement schemes.

(b) Are these registers posted up to date? If the postings are in arrears of what length are they, and who is -- responsible for the same?

(c) So far as the postings have -- been made in these registers, what is the aggregate extent severally of (i) survey numbers and (ii) sites of houses and vacant lands acquired?

(d) Do the above registers show (1) in the case of lands acquired, their appropriation in a compact form severally for the purposes of (i) Roads and lanes (ii) Building sites (iii) Construction of houses departmentally (iV) Transfer to Government or other public bodies and (v) Other miscellaneous works, and (2) In the case of houses etc., acquired in the City, (i) Properties demolished in the full (ii) Extent of properties demolished in part, (iii) extent of ~~of~~

of cleared sites and vacant lands used for roads and lanes (iv) Extent used for building sites and (v) Extent remaining as bits of land adjoining dwell-ing houses?

(e) (1) Have all the lands and houses acquired for the Board and their appropriation for its various purposes been shown on the plans with distinctive colors, marks and references? In what respects, if any, does the method of exhibiting Trust properties on these plans require to be improved?

(2) ~~When, or at what intervals~~ Are the properties regularly marked on ~~these~~ plans? Up to what period has this been done?

(3) Under whose supervision is this work of marking the Trust properties on plans being done?

Has the out-door subordinate on -- acquisiton work put his initials against each item in the register of properties acquired in token of his having correctly marked out its extent on the plan?

(4) Are these plans of Trust properties prepared in triplicate and mounted, one set being supplied for use in the -- Acquisition Branch, another set in the -- Revenue Branch, and the third one for general use?

~~Are they serially~~ numbered? What is

67

is ~~the last number of the series~~?

Trust properties available for sale or disposal otherwise.

III. (a) Are the undermentioned registers maintained ~~with reference to the 2 General Registers indicated in question II supra~~ to show separately the different kinds of the Trust properties available for disposal viz.,

(1) Register of Building sites formed.

(2) Ditto of small bits of land adjoining dwelling houses.

(3) Ditto of acquired houses remaining after purposes of the Board have been served and

(4) Ditto of houses constructed by the Board?

(b) Are the above registers up to date? If not, for what period have particulars still to be filled up therein?

(2) Furnish figures from the above registers for a statement in the follow. in form to be appended to this report:-

	Building sites.			: Bits of land.		
Area.	No. formed	No. disposed of	No. available for future disposal	No. formed	No. disposed of	No. available of for future disposal

	Acquired houses			: Departmental houses.		
Area.	No. of surplus properties.	No. disposed of	No. available for future disposal	No. constructed	No. disposed of	No. available for future disposal.

(e) Is an upset value fixed in respect of each property before hand and the -- same entered in these registers?

Applications for Trust properties.

IV. (a) Are these applications invariably registered ~~in the first place in the General Register of all incoming papers of the Office.~~

(b) Is a special register maintained in the Revenue Branch for registering these applications with details as to the No. etc., of the Trust property applied for?

(c) Are these applications referred to the concerned out-door subordinates within 3 days from the date of their receipt in the Revenue branch, for their noting on each of them the indicative No. of property referred to in the Trust property registers? Is the time limit of 8 days for their return adhered to?

Note instances, if any, in which this rule has not been strictly ~~observed~~ followed.

(d) Are steps being taken ---- systematically to get back from the out-door subordinates the applications -- referred to them duly marked within 8 days from the date of their receipt of the same?

In cases of delays on the part of the out-door subordinates, what action has been taken to prevent them?

(e) (1) Immediately after the out-door subordinates return the applications

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Are the applications ~~with~~ Nos. of properties marked ~~thereon~~, ~~are those numbers~~ entered in the respective corresponding columns in the register of applications? Is the register No. of each application noted simultaneously in the index register -- against the No. of property to which it actually relates? Are these entries duly verified and attested by the

(2) Is the ~~correctioness of~~ the -- above entries ~~in the~~ register of application and in the index register checked ~~by the~~ Revenue accountant ~~and attested with his initials in each case?~~

Disposal of applications for Trust properties.

V. (a) Is an office note invariably prepared in the case of each property under disposal, mentioning in it the -- valuation fixed for the property, the names of the several applicants for it, the relative merits of the claim of each applicant, and other important points necessary for the final disposal of the case, and submitted through proper channel for the remarks of the Chairman?

(b) Is ~~required~~ action ~~being~~ promptly taken in each case to give effect. (1) To the resolution of the Board in respect of properties to be sold at an upset price and (2) To the orders of the Chairman with regard to properties to be auctioned under the rules sanctioned by Government?

No. A list of cases for which delays more than 2 months with reasons may be expected

~~(2) Have there been instances in which avoidable delays of more than two months have occured in getting the applications~~

applications disposed of one way or the other? If so, in how many cases, has such inordinate delay been noticed, and who is responsible for them?

Approved

(3) ~~Submit~~ statements of applications received and disposed of for each of the previous four quarters, in the subjoined form:-

Particulars.	No. Pending at begining of the quarter.	No. received during the quarter.	No. disposed of during the quarter.	No. awaiting future disposal
Application for bungalow sites.				
" for bits of land.				
" for properties acquired by the Board.				
" for properties constructed by Board.				
" for hire or lease of Trust properties.				
" for sale of materials or other moveable properties of the Board.				
Total				

(c) (1) In the case of property ordered by the Board to be sold at an upset price to a particular individual, is intimation thereof given in writing to the other unsuccessful applicants forthwith?

(2) When properties are ordered to be sold in auction, how are the known parties interested in purchasing them

them given due intimation of the dates fixed for such auction sales before hand?

Properties sold ~~at an upset price.~~ or otherwise transferred to private parties

VI. (a) Are the required mutchalikas embodying the terms as regards the raising of structures thereon being got executed by the parties concerned, in the case of building sites, invariably before their possession is handed over?

(b) ~~In the case of bits of land~~

(1) Is the recovery of the price thereof made in full before allowing the purchasers to utilise them?

(2) If conditions have been pre-imposed as to their user, have needful agreements been taken from the parties concerned and carefully preserved?

(c) As regards Trust Houses, have proper mortgage deeds in all cases in which only a part of the purchase money has been paid, been got executed and duly registered before handing over their possession to the purchasers? Note exceptions, if any, with reasons-

Properties disposed of in auction sale.

VII. (a) Is each case of sale in which the value of the property is more than Rs.1,000 placed before the Board for their confirmation?

(b) Has attention been paid to see that the terms of the sale advertisement have been duly fulfilled in every particular by the purchaser. before

before formally handing over the property, and to rigidly enforce them in cases of default?

Free grants and sales at concession rates.

VIII. (a) Has the sanction of Government been obtained in every case in which Trust properties have been sold free or at concession rates?

(b) If these sales or grants are subject to any specific conditions, have needful documents been obtained from the parties concerned binding them to such conditions? Have all such special agreements been kept in safe custody?

(c) Is a separate register maintained of properties granted free or sold at concession rates from time to time, noting in it the object for which each ~~grant of~~ grant or sale was made, with --- references to agreements obtained?

Delivery of possession of Trust properties disposed of by sale or otherwise.

IX. (a) Is intimation given to the out-door subordinates for handing over possession of properties disposed of by sale or otherwise to the respective purchasers or grantees within three days from the close of the required preliminary scriptory transactions in connection therewith?

(b) Are reports of compliance from the out-door subordinates received with vouchers from the concerned parties in support of the same within a week from

from the date of such intimation or the cause of non-compliance reported within that period in each case? If not, note instances in which this rule has been evaded.

(c) Are copies of special mutchalikas, if any, obtained in the case of sales of Trust properties furnished to the out-door subordinates to enable them to see that the terms of the -- mutchalikas are strictly observed by the parties?

(d) Are instances of infringement of the terms of the mutchalikas or -- failure to abide by them by the -- several executants reported promptly by the out-door subordinates?

(e) Is action taken upon these reports readily to enforce the terms of the mutchalikas against the defaulters? Note cases in which such action has been taken and those in which the same has been omitted to be done?

Recovery of Trust dues.

X. (a) (1) Is intimation in writing given to the out-door subordinates there and there as to (i) Principal amount to be recovered (ii) The No. and amount of instalments fixed and (iii) The rate of interest levied, to enable recovery from the purchasers of Trust properties in each case?

(2) When owing to either persistent

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persistent default in payment or evasion of the terms of agreement in other respects or from any cause whatsoever, it becomes necessary that the out-standing balance against any party should be recovered in full instead of instalments, is intimation countermanding the original orders for recovery given at once to the out-door subordinates?

(b) Are personal ledgers maintained by the out-door subordinates for amounts to be recovered from the purchasers of Trust properties in their respective sections, and collection made accordingly granting adinterim receipts to the parties for payments made?

(c) Are challans in the prescribed form prepared by the out-door subordinates with all the details carefully filled up, for collections made each day, and presented to office with the counterfoils of the adinterim receipt books for check.

(d) (1) Are the entries in the challans checked carefully in the -- Revenue branch by a responsible clerk?

(2) Are cases of realisations if any, ~~amde~~ made without sufficient authority or contrary to instructions brought to the notice of Chairman through the Revenue Accountant at once?

(3) Are these challans invariably initialled by the Revenue Accountant

accountant in token of his having -- satisfied himself that no objectionable items have been included in them and submitted to the Chairman for ordering the cashier to receive the amounts -- thereof the very day?

(4) Are the amounts covered by the passed challans paid correctly to the cashier and his initials obtained thereon?

Register of realisations.

XI. (a) Are separate registers opened to show the realisations exclusively from:-

(i) Sale of building sites.
(ii) Sale of small bits of land.
(iii) Sale of houses acquired by the Board.
(iv) Sale of houses constructed by Board.
(v) Miscellaneous items.

(b) Are the required postings made in the register of realisations day to day with reference to the passed --- challans, without letting arrears to accumulate?

(c) Are the monthly totals of -- realisations as entered in these -- registers got verified by the Head -- Accountant with reference to the Cash Abstract and his initials obtained?

Receipts for payments received.

XII. (a) Are receipts for payments received in every case prepared, got signed by the Chairman and granted to the concerned parties in lieu of the ad-in-terim receipts originally given by the collection staff?

(b) Are the ad-interim receipts granted by the collection staff caused to be brought back to the Office duly endorsed by the party, checked with -- their respective counter foils and cancelled?

Sums owing to the Board on account of properties sold.

XIII (a) Is a personal ledger -- maintained in the case of every sale -- transaction in which the purchase money is allowed to be paid subsequently to the date of sale? Note omission if any.

(b) Are these ledgers being posted up systematically in accordance with the entries in the registers of realisations and cross references marked?

Are the postings complete up to end of the month preceeding the month of inspection?

Who is responsible for the short comings noticed, if any, in this respect?

(c) Note (1) The No. of cases in which individual ledgers have been -- opened (2) No of cases in which the -- accounts have been fully settled and (3) No. of cases that are current with the

the aggregate amount outstanding for recovery classified under different heads.

Arrears over due.

XIV. (a) Is an ~~account~~ individual ledger of arrears due from each person on account of -- properties sold maintained, showing how they rise or fall individually at the end of each month?

(b) (1) Up to what month has the above account of arrears been posted? If it is not up to the last month preceeding the month of inspection, who is responsible for the omission?

(2) What is the No. of defaulters and the amount of arrears outstanding against them according to the entries in this register for the latest month, among the prurchasers of (i) Building sites (ii) Bits of land (iii) ~~Huses~~ Houses acquired by the Board and (iv) Houses constructed by the Board?

(c) Are notices of demand issued in duplicate for service on the defaulters punctually before the expiry of the -- fortnight next following the month up to which the account of arrears in each has been made out?

(d) Do these demand notices contain clear particulars as to the exact amount required to be paid by each defaulter on account of (1) Arrears overdue (2) Fees or other charges levied under the rules

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rules and (3) Amount of current instalment due, if any, for the month in which such demand is made?

(e) Is the collection agency -- strictly forbidden from making any -- recoveries in the usual course, from the defaulters, unless specially permitted by the Chairman, if after the date of service of notice of demand they do not offer in the next immediately succeeding month, adequate payments sufficient to reduce their account of arrears, and if within 3 successive months they fail to clear up all the arrears outstanding against them up to that period?

(f) (1) In case of overdue arrears are steps ~~in each of such interdicted cases~~ taken ~~at once~~ to -- realise the full amount ~~that becomes due~~ according to the terms of the sale ~~transaction~~, under ~~the measures provided in~~ section 45 of the City of Improvement Regulation.

(2) Note the No. of cases and the amount involved in which:—

(i) Applications have been made to the Deputy Commissioner for recovering the amounts as an arrear of Land Revenue.

(ii) Distraint warrants have been issued by the Chairman, and

(iii) Civil suits have been instituted.

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(3) In how many cases of default and for what amounts demand notices have been issued, pending future action under Section 45 of the City of Improvement Regulation?

Movable properties of the Trust Board.

XV. (a) Classify the items that constitute the movable properties of the Board under main heads. Which of these items are dealt with solely in the Revenue Branch and by whom are the -- transactions connected with the remaining items attended to?

(c) Is a consolidated register of income from moveable properties of the Board under each of its subheads opened in the Revenue Branch and all postings therein got verified and attested by the Head Accountant at the end of each -- month?

(d) Are steps being taken both by the Office Staff and the out-door --- subordinates to recover the amounts due, if any, without losing sight of them? Note cases of out standings if any, with reasons for non-recovery.

Building materials of acquired houses.

XVI. (a) Are differenct registers maintained to shew separately (1) The Nos. of acquired houses, the materials whereof were sold without removing them from the respective structures and (2) The Nos. of houses the materials of which were removed by the Department and then sold?

(b) In cases of structures sold intact, have proper mutchalikas been -- obtained with a penal clause, binding the purchasers to clear the site within a ~~fortnight~~ fixed time? Are the terms of these mutchalikas strictly enforced in cases of default? Note instances if any, in which action has been delayed with -- reasons.

(c) (1) In the case of properties demolished by departmental agency, are lists of materials secured from each -- house appended to the demolition bills?

(2) Are particilars of such materials entered against the respective properties in the register of properties demolished departmently, and references made to the sale memos or lists when such materials are sold?

(d) When the old building materials are disposed of in auction or sold for an upset price, do the auction lists of memos prepared by the out-door subordinates invariably shew the numbers of properties to which the materials concerned belonged?

Materials from works.

XVII (a) Is a proper account of materials removed from works maintained in the Sub Division, and monthly returns showing their receipts into and issues from the Stores rendered to the Chairman's Office regularly?

(b) Are these returns checked and

and certified by the Head Accountant as to their correctness and the price levied for the sold articles having been fully realised and credited in the accounts?

(c) How many applications were received for purchase of these articles, and how many were complied with during the 12 months preceding the date of -- inspection?

(d) How are surpluses of materials if any, directly debited to works dealt with in point of adjustment of their cost? Is the usual centage charged on the value of such articles as have not been accounted for?

Hire and lease of Trust Properties.

XVIII. (a) Is a register of Trust properties leased or let out for hire maintained?

(b) Are references to the agreements obtained in respect of these properties shewn respectively against them? Are these agreements preserved carefully till they become obsolete?

(c) Are recoveries of the amount of lease or hire being made punctually -- according to the terms of the agreements In cases of default, are prompt steps taken to enforce the penal terms of the agreements?

Note down cases, if any, in which

which there has been neglect in this -- direction.

Income from miscellaneous items.

XIX. What are the items comprised under this ~~date~~ head? Appended an abstract of income under the several sub-heads for the last year.

Title -deeds.

XX. (a) Before drawing up Title-deeds for the immovable properties sold or granted by the Board, is particular attention being paid to see that all dues recoverable on account of the -- concerned properties have been fully -- recovered and that the conditions of the agreement if any, executed in respect thereof have been duly fulfilled?

(b) In the case of conditional sales, are all the conditions prescribed setforth clearly in the Title-deeds relating to such properties.

(c) Is attention being paid to the observance of the formalities enjoined in Clause 3 of Section 10 of the City of Mysore Improvement Regulation, in respect of affixing the common seal of the Board to these instruments?

~~(d)~~ Are ~~these~~ Title-deeds serially numbered, and the parties' receipts -- obtained in a separate book before they are issued? What ~~is~~ the last number of the Title-deed issued?

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Demand collection and balance statement.

XXI. Is a demand collection balance statement prepared every month by the Revenue Accountant and placed before the Board with the certificate of the Head Accountant as to its correctness? Append a copy of this statement prepared for the last month.

---:0:---

XII. Loans under Section 27 (3) of the City of Mysore Improvement Regulation.

---:0:---

Application for Loans.

I. (a) Are applications for these loans prepared invariably in the prescribed form A and presented to the Chairman with all the particulars specified therein duly filled up with sufficient details and clearness?

(b) Is particular attention paid to see that in the "Remarks" column of the above form of application, information furnished invariably in every case as to (1) The estimated total cost of the building proposed to be constructed or of the improvement to be effected, (2) The probable period that will be taken for completing the construction or improvements, and (3) The amount of private capital, if any, which the applicant proposes to supplement the loan applied for?

Register of loan applications.

II. (a) Is a register of loan applications received and disposed of

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of maintained with columns provided for entering all the particulars contained in articles 3 to 9 of the loan rules?

(b) Enter figures from this register against each of the following heads for the last official year:-

No. Amount.

(1) Applications for loans for building new houses in the extensions of the City:-

From displaced persons.

" others.

(2) Applications for loans for building new houses on sites re-alloted in the City:-

From displaced persons.

others.

(3) Ditto elsewhere in the City.

From displaced persons.

others.

(4) Ditto for effecting sanitary improvements of the existing houses.

(5) Ditto for erecting separate cattle sheds etc.,

(6) Cases of loans sanctioned by Chairman under rule 7 of the rules for house building advances.

(7) Ditto sanctioned by Board under the above rule.

(8) Ditto sanctioned by Board under rule 9.

~~Act~~ Register of loans Sanctioned
Here enter VIII infra

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Securities for loans granted.

III. (a) (1) ~~Is~~ Does the a register ~~maintained~~ showing in each case the -- securities obtained for loans granted, their nature and value?

(2) By whom are the valuations of immovable properties offered as --- security fixed?

(b) In the case of principal or collateral securities accepted in the shape of immovable properties, has proper scrutiny been made to see that the rights thereto of the applicants or the sureties as the case may be, are undisputed and that there are no --- previous encumbrances on the same?

(c) Is the rule of the extent of loan granted being at no time in excess of 2/3 rds of the value of the security obtained, strictly observed invariably in every case?

(d) (1) In cases in which loans are advanced for the construction or improvement of a house on the understanding that any additions made to it by way of improvement shall form the security for the loans is the value of such additions or improvements effected from time to time entered in the -- register of securities against the - property concerned?

(2) Are all fluctuations in the value of securities of immovable ---

immovable properties systematically recorded in this register, upon the monthly reports received from the out-door subordinates in this respect?

(e) (1) Note down the total number and amount of loans outstanding and the value of securities existing for them in the shape of (1) Immovable properties (ii) Personal securities on the date of inspection.

(2) Note down instances, if any, in which the original value of the security has from any cause so depreciated as to render the security to be inadequate under Rule 4 of the Loan Rules to the loan outstanding. Enter figures in each case.

Bonds.

IV.(a) (1) Are mortgage bonds in the prescribed form C. and security bonds where necessary in the prescribed form D. obtained and got duly registere before granting the sanctioned loan, and kept in safe custody along with the documents of title presented by the parties?

(2) Are there instances in which loans have been advanced without obtaining necessary security bonds? If so, explain with references to each why the has been such an omission.

(3) In whose custody are these bonds kept? How are they preserved?

(b) (1) Does the register of securities show references to the bonds and title-deeds obtained in each case?

(2) If the loans advanced have been fully discharged, is the date of return of these documents duly endorsed entered in the said register and the acknowledgment of the parties concerned obtained therein?

(c) (1) Note down the number of bonds got executed for loans granted and of those discharged and returned up to date of inspection.

(2) Does the number of undischarged bonds accord with the actual number found in the chest upon counting them? If there is any difference, how is it accounted for and who is responsible for it?

(d) (1) Has particular attention been given to see that the bonds relating to the undischarged loans are in no case allowed to become time-barred under any of the provisions of the Limitation Act?

(2) If any of these bonds have become time-barred, specify such cases and state whose neglect it has been due to.

(3) Have all possible remedial measures been adopted to rectify the defects in each case and how?

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(4) What action has been or intended to be taken in respect of each of the cases which are past rectification?

Orders granting loans.

V. (a) Is the endorsement on the loan order required under Rule II of the Loan Rules obtained from the parties -- concerned and are copies of these loan orders given to them invariably in -- every case?

(b) (1) Are the dates fixed for the commencement, progress and completion of works for which loans have been granted invariably entered in the -- prescribed form B of the loan order in each case?

(2) Is the ~~a register maintained to show the above particulars regarding the~~ progress of works stipulated to be done by each person to whom loan has been granted periodically ascertained and

(c) (1) Are reports from the outdoor subordinates being obtained every month on the progress of works carried out by persons to whom loans have been granted?

(2) Are the entries in the register of stipulated progress of works checked with particulars contained in the above ~~reports, and is~~ action promptly taken in each case of default to recover the full amount of loan that becomes due under the terms of clauses (ii) & (iii) of the loan order (form B.)?

(3) In how many cases has misappli-cation of loans been noticed?

Recovery of Loans.

Are recoveries made regularly in accordance with the terms of the loan? Note amount of arrears in each case and as to the steps taken to recover the same

(VI). Read Questions numbered.

(X) (a) 1 & 2

(X) (b)

(X) (c)

(X) (d) 1,2,3,& 4 under -- section XI "properties of the Board" substituting therein the words "persons to whom loans have been advanced" for the words " The purchasers of Trust --- properties", and the words "Loan ----- Accountant", for the words "Revenue -- Accountant", and furnish replies to them, in respect of recovery of the loans advanced.

Receipts for payments received.

Are all payments promptly authenticated receipts given?

VII. Read also questions numbered XII (a) & XII (b) under the said -- section XI "properties of the Board", and note down your replies as to whether the procedure and the formalities -- therein referred to are observed in the case of payments received towards the loans advanced.

Individual ledger of loans advanced.

Transfer to page 22

VIII. (a) Is a personal ledger maintained in the case of each loan transaction?

(b) Are these ledgers being posted up systematically?

(c) Are the postings complete up to end of the month preceding the month of inspection? Who is responsible for short comings noticed if any, in this

this respect?

Arrears of loans overdue.

IX. Read questions numbered.

XIV. (a)

XIV. (b) 1, 2 & 3

XIV. (c)

XIV. (d)

XIV. (e)

XIV. (f) 1 & 2 under section XI. "properties of the Board" and note down your answers thereto so far as they relate to loans overdue.

Sale of properties offered as security by public auction.

X. (a) Have any unfinished structures forming securities for the loans advanced appropriated by the Chairman under Rule 21 of the Loan Rules been sold by public auction and how have the sale proceeds in such cases been dealt with?

(b) (1) Note instances if any, in which reports have been received as to the death of the persons to whom loans have been advanced, before such loans are discharged.

(2) Have steps in these cases been taken to ascertain if there have been no executors, adminstrators or assigns of the deceased to take up the liability of the deceased?

And in cases where such steps have been found fruitless, have the properties offered as security for the loan been disposed of in accordance with the ---

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the terms of the proviso to clause 4 of the mortgage bond (form C.)? Has sufficient amts been realised to cover all the debts? How have the proceeds, if any, in such cases been dealt with?

Miscellaneous.

[illegible] in the minute maintained as in paragraphs of [illegible] 1870-915/[illegible] and are all [illegible] [illegible] which form [illegible] [illegible] attended to? [illegible] done every [illegible] [illegible] general suggestions [illegible] general rules of the process improving the efficiency of the office.

Chairman.

MM 13.2.19

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No. 3382/E.A.8/64.

Date of Issue 1.5.19
Signed by Mr A.V.R.

1 ~~April~~ May 1919

C.R.S.

Ramaswamaiya, Esq., B.A., B.L.,
Secretary to the Govt, of H.H. the Maharaja of Mysore,
Revenue Department.

Rajasabhabhushana, Diwan Bahadur
C. Srikantesvara Aiyar, Esq., B.A., B.L.,
Chairman, City Improvement Trust Board,
Mysore.

With reference to correspondence ending with your letter No.347-S.49-C.213 of 1916-17 dated 13th February 1919 submitting for approval a set of questions for the inspection of offices under your control, I am directed to state that the inspection report form sent by you is very bulky and the questions proposed are numerous going into the details. A revised set of questions attempted in this office is herewith sent for reference.

2. I am to request that it may be further reduced omitting all questions considered non-essential by you, and that a final set of questions may be sent at an early date.

I have the honor to be,
Sir,
Your most obedient servant.

FAIR DRAFT.

For Revenue Secretary.

Typed as received

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Memo of questions for the Inspection of the Office of the Chairman, City Improvement Trust Board

MYSORE.

1. Name of Inspecting Officer, with designation.

2. Duration of Inspection

Date commenced.

Date concluded.

3. Previous inspection ~~date~~ date

Name and designation of Inspecting Officer.

I. General.

Buildings.

1. (a) What is the general condition of the office buildings?

(b) Is the accommodation sufficient and suitable?

(c) Are the rooms and premises kept clean?

Attendance Register.

(a) Is an Attendance Register in use

(b) What are the ordinary hours of work of the office?

(c) Is the attendance regular?

(d) Who checks the register daily?

(e) How is late attendance treated?

Branches of the office.

3. ~~(a)~~ Into how many branches is the office divided?

~~(b)~~

List of Establishments.

4. ~~(a)~~ Is an up to date list of the establishment both clerical and menial maintained?

Record of qualifications and services of ministerial officers.	5.	Is a record of the qualifications and services of ministerial officers maintained up-to-date?
Service Registers.	6. (a)	Is a Service Register maintained for every permanent official and brought up to date?
	(b)	Where and in whose custody are these registers kept?
Office Order Book.	7. (a)	Is an Office Order Book maintained?
	(b)	Are orders of leave and punishments, etc., regularly recorded and given effect to?
Register of applications for appointments.	8.	Is a Register of Applications for appointments maintained and are selections made therefrom?
Appointments.	9.	Are all appointments made in accordance with rules pertaining to the department?
Distribution of work.	10. (a)	Is a record of the distribution of work among the several officials in each branch maintained?
	(b)	Is the work assigned to each official sufficient without being excessive?
Diary of work done.	11. ~~(a)~~	Does each official maintain a diary of work done and do the entries show sufficient work for each day?
~~Register~~ Personal Register of Disposing clerks.	12. (a)	Does each disposing clerk maintain a Personal Register, of papers

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papers received by him for disposal? (No diary is necessary in their case?)

(b) Are these diaries and registers examined by the Ministerial Head of the Office once a week at least

Arrear Lists

13. ~~(a)~~ Does the Chief Ministerial Officer prepare and submit once a month - tio a list of references pending in the office as required by rule 18 of the General Rules of ~~the~~ Office Procedure?

Unanswered reference lists from subordinate offices.

14. Are monthly statements of unanswered references called for from subordinate offices and scrutinised before the 15th of the month following?

Periodical Reports and Returns.

15. (a) Is a statement of the periodical Reports and returns due from the office prepared and maintained - up to date with all the columns fi filled up?

(b) Is it scrutinised monthly by the Head of the Office?

(c) How many and which returns were overdue at the time of inspection?

Standing Orders.

16. (a) Is a complete set of the orders of Government relating to the - constitution and working of the Board maintained?

(b) Has a collection of all the Resolutions of the Board affecting its Executive Administration been made and separately filed?

(c) Are circular instructions received from the Chief - Engineer and the Comptroller Public Works Branch, as well as those issued by the Chairman maintained in separate files?

(d) Is each file provided with table of contents and an - index?

Furniture.

17. (a) Is a register of furniture maintained with entries therein of details as to the cost and ~~numbers~~ date of purchase of each article?

(b) Are all articles of furniture duly painted with letters and numbers?

(c) Is the register verified once every quarter by the Ministerial Head of the Office and the result reported?

Stationery and Forms.

18. (a) In whose custody is the - Office stationery?

(b) Are the stock and issue registers regularly maintained?

(c) Are they submitted monthly for the inspection of the - Ministerial Head of the Office

(d) Is the book balance verified with the stock every quarter?

(e) Is a register of periodical issue of Stationery maintained?

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(f) Is a stock taken once a year of the stationery articles in hand before the Annual stationery Indent is forwarded to the Superintendent of Stationery Department?

(g) Are old and unserviceable articles sold by public auction and the proceeds credited as per rule 19 of the stationery rules?

(h) Who keeps the stock of forms?

(i) Where are they kept? Are they neatly arranged?

(j) Are the printed forms in use numbered and indicated by distinguishing letters?

(k) In the case of books of printed forms, are serial and page numbers given to them before issue and a certificate made thereon by the Officer in Charge as to the number of pages contained?

(l) Is sufficient attention given to see that these books of forms are not issued for use in advance of their actual requirements?

(m) Are all Receipts and Issues of forms noted in a Register?

(n) Are obsolete and damaged forms weeded out obtaining the permission of the Chief Ministerial Officer?

II. Correspondence (English).

Correspondence Registers. English.

1. (a) Are the current and disposal registers properly maintained with cross references regularly marked?

(b) Are the registers written up neatly and the entries concise and clear with catch words underlined?

Classification of correspondence received.

2. Are all receipts classified in the manner laid down in Rule 9 of the General Rules of Office Procedure and is the time for referencing and drafting ~~not~~ noted on all receipts by the Ministerial Head of the Office?

Despatch Registers.

3. (a) Are a Peon Book and Tappal Book Maintained?

(b) Are ~~these~~ despatch registers - checked by the Chief Ministerial Officer once a month and abnormal delay or other irregularities in the issue of letters reported to the Head of the Office?

Copying and Despatching.

4. (a) Is there any delay in the fair-copying and despatching of letters

(b) Are copies retained of all endorse-ments sent in original?

Despatch Docket Sheet.

5. Are all files of important and ordinary series enclosed in despatch docket sheets and properly stitched?

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Service Postage Labels.

6. (a) Is the account of Service Postage Labels correctly written up?

(b) Does the balance of labels agree with the book balance?

Typewriting Machine.

7. Is the working of the office Typewriting machine examined by the Ministerial Head of the Office once a month and his opinion recorded in a register kept for the purpose?

Examination of the Registers in the Clerical Branch

8. Are all the registers of the clerical branch periodically examined by the Ministerial Head of the office, and signed by him in token of their inspection?

III. Petitions.

Petitions.

1. (a) At what hour are peitions generally received daily by the Head of the office?

(b) What arrangements are made to grant interviews to the public?

(c) Is Rule 8 of the Petition Rules observed in the case of all petitions presented to the office?

Petition Register and disposal of petitions.

2. (a) Is a separate petition register maintained? and does it show the method of disposal and the nature of endorsements granted?

(b) Is an alphabetical index of places and persons attached to the register and written up from time to time?

(c) Is the procedure prescribed in Rule 13 of the Petition - Rules carefully adopted and acted up to?

(d) Is there any abnormal delay the disposal of petitions?

Copy applications.

3. (a) Is a separate register for copy applications maintained?

(b) Are the money and stamps received for copies regularly entered in this register?

(c) Is the register examined and signed by the Ministerial Head of the office every month?

(d) Is there any indication of abnormal delay in the issue of copies?

IV. Cash and Contingencies.

Official looking after cash transactions.

1. (a) What is the status of the official looking after the cash transactions?

(b) What is the extent of the security deposit required of him? To what extent is such security furnished?

Cash Book.

2. (a) Is a bound cash book in the prescribed printed form maintained?

(b) Are the pages of the cash book consecutively numbered and duly certified to?

(c) Is the ash book maintained correctly and up to date?

(d) Are all receipts of the depart-

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Department supported by chellans and payments supported by vouchers approved by the chairman?

(e) Are renewed cheques entered in Red ink parenthetically in the cash book?

(f) Are counter references to second entries invariably given in the cash book against the original entries in the case of cancelled and duplicate cheques?

(g) Is the cash book free from erasures?

(h) Are all corrections of errors in the cash book made in Red Ink and initialled by the Chairman?

(i) Are any payments made by the Cashier without the written orders from the Chairman?

(j) Are the cash and treasury balances detailed in a foot note at the end of each month and verified?

(k) Is the cash book signed by the Chairman at the end of each month

Cash and its custody.

3. (A) Was the balance of cash in hand counted and does it agree with the balance shown by the cash book?

(b) Is the Cash Chest secure and Chabb's Lock used?

(c) What official documents or other articles does the cash chest contain in addition to Government money?

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(d) Are large sums ever kept in hand for any length of time without being utilised? If so state the circumstances under which this has happened?

Departmental Receipts.

4. (a) Is a remittance register of Departmental receipts maintained?

(b) Are all departmental receipts of money promptly remitted to the Treasury?

(c) Are there any instances in which remittances to Treasury have been unduly delayed?

Security Deposits.

5. (a) Is a register of deposits of cash securities maintained?

(b) Are such deposits paid into Government Savings Bank, as received and the pass books connected with each account kept in safe custody?

Receipts for money received from private parties.

6. (a) Are receipts to be granted for this purpose kept with counter foils in book form duly numbered and paged? In whose custody are these Receipts books kept?

(b) Are such receipts invariably granted in every case under the signature of the Chairman?

(c) In cases in which recoveries are made by subordinate officers upon ad-interim receipts is sufficient attention paid to get back such ad-interim receipts in exchange of the final ones?

(d) Are the ad-interim receipts so got back carefully checked with the counterfoils of the final receipt, and differences if any, brought to notice?

Cheques.

7. (a) In whose custody is the cheque book kept?

(b) Are required entries as regards undrawn balance made invariably on the reverse of the counterfoil of each cheque drawn, to guard against the over drawal of credit?

(c) Are reference entries properly made on the counterfoils in the case of cheques renewed, cancelled or lost?

Contingencies.

8. (a) Is an Order Book for contingent charges maintained?

(b) Is a contingent Register maintained?

(c) Is this register examined and initialled by the Ministerial Head of the office once a month?

(d) Is the expenditure kept within the Budget Grant?

Salaries.

9. (a) Are salary bills prepared with reference to the attendance register, leave register, and office Order book?

(b) Is an Acquittance Roll Maintained?

(c) Are all salaries drawn duly disbursed and proper receipts taken therein?

(d) Are stamps affixed to receipts in respect of payments got duly cancelled, so that, they may not be used again?

(e) Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of higher authorities?

(f) Is the Acquittance Roll examined every month by the Head of the office?

Insurance and Contribution to State Provident Fund.

10.(a) Have the Insured Officials whose services have been lent to the Trust Board, and whose pay has been permanently increased submitted their proposals for further insurance?

(b) Are recoveries on account of premium punctually recovered from the insured officials & are such recoveries noted in the Premium books of the officials concerned under initials of the Head of the office and also entered in a register of Premium receipts?

(c) Are all recoveries on account of premium or contribution punctually remitted into the Treasury?

Travelling allowances

11. (a) Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

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(b) Are drafts of the travelling allowance bills maintained in a register?

(c) In the case of fixed travellin allowance ~~xxxx~~ to officers & subordinates are journals of their work for the month passed invariably by the Head of Office before disbursement of allowances due to them?

V. Records.

System of Records. arrangement.

1. (a) Under what system are the records of the office arranged

(b) Are seperate shelves or spaces set apart for each department of business and labels attached to these shelves?

(c) Are the files of papers preserved in proper order in the respective shelves?

(d) Are soiled or torn file boards promptly replaced by fresh ones?

Sorting of records.

2. (a) Are all the records sorted according to the prevailing system?

(b) If not, what is the quantity of papers remaining to be sorted?

(c) What time is necessary to complete their sorting?

Index of important and ordinary files.

3. (a) Is an index register of all papers of important and ordinary series being maintained

properly without undue delay?

(b) Has the work of Indexing been scrutinised by the Ministerial Head of the office to see that it is carefully performed?

Issue of Records.

(a) Is a Record Issue Register Maintained?

(b) Are records permitted to be removed without a substitution slip signed by the requisitioning official?

(c) Are records asked for by the Disposing Clerks furnished without undue delay?

Outstanding disposed of files.

6. (a) Are any of the disposed of files detained unnecessarily by the Disposing clerks without being sent to the records?

(b) In the case of records taken out of the Record Room and outstanding for long ~~time~~ periods, has a list of them been made out, & brought to the notice of the Head of the office?

Undisposed of files and papers not containing a closing order.

7. (Are any incomplete and undisposed of files sent to or received in the records, the closing order of which is not attested by the Head of the office or the Chief Ministerial Officer?

Registers and Account Books handed over to the records.

8. (a) Is a stock list ~~and ledger~~ of registers maintained?

(b) Are labels affixed to the out-

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outside
~~outstanding~~ cover of each register and account book showing the - number, name, volume, authority prescribing and the period embraced?

Gazettes.

9.(Are portions of special interest to the office detatched as each Gazette is received and eventually bound for preservation?

Administration Reports.

10. (a) Are Administration Reports of - the Department got periodically bound up, the volumes being numbered?

(b) Are Annual Reports of other City Improvement Trusts filed in order?

Destruction of unserviceable Records.

11.(a) Have rules been framed for regulating the periodical destruction of unserviceable records?

(b) Have all time-barred papers been eliminated according to such rules A list showing the number and natur of time barred papers, if any, still to be destroyed may be - appended?

Amended

Library.

12. (a) In whose charge is the office Library, and where is it kept?

(b) What is its general condition?

(c) Is a register maintained for - entering books and publications as they are received and is it written up to date?

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VI. Meetings of the Trustees.

Minutes of the Boards Proceedings.

1. (a) Are minutes of the proceedings of each meeting, with the names of the trustees present, kept in a book and got signed at the next meeting?

(b) Is a copy of the minutes of the Boards Proceedings invariably furnished to Government?

Action upon the Resolutions of the Board.

2. Is action in respect of such resolutions of the Board as required to be carried into effect promptly taken?

VII. Abstraction and condensation of cash transactions.

Registers of compilation.

1. Are bound registers in the approved form maintained to abstract and condense the whole cash transaction of the office for each month and kept up to date?

Register of works.

2. (a) Is a register of works maintained to show the outlay on each work as well as on each head of work.

(b) Are completion reports prepared and submitted in respect of completed works immediately after they are finished?

(c) Note cases, if any, in which there has been considerable delay with reasons.

Register of accepted tenders

3. (a) Is a register of tenders accepted and of petty contracts kept? Is money deposited with tenders, that

that is, earnest money, duly accounted for?

(b), Has security been taken in all cases in cash or Government paper for the due fulfilment of contracts or are deductions made from bills on this account?

(c) Are there any advances to contracto (not payments on account) outstanding? If so, give particulars for the advances.

Register of appropriation. 4.(Is a register of appropriation - posted up to date?

Register of liabilities. 5. (a) Is a register of liabilities maintained and is it posted correctly up to date?

(b) What is the amount of liability - on the date of inspection under (1) Acquisition of properties (2) work bills (3) value of supplies.

Pass Book. 6. Is the pass book of the Mysore City Improvement Fund being correctly - maintained and regularly sent to the Treasury for being written up?

Adjustment Book. 7. (a) Is the adjustment book properly - kept and posted as transactions become known?

(b) How are adjustments and refunds entered in this book? Are all refunds or write's-back supported by the nece-sary vouchers of the transfers of - charge?

Initial accounts. 8. (a) How are completed note and measurement book dealt with?

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(b) Note any books missing.

Monthly Accounts. 9. (a) Are the cash balance return, Account current and other monthly accounts sent to the Comptroller on due dates. Note instances of delay.

(b) Are audit notes received from the Comptroller promptly replied to?

Accounts of Deposits and Miscellaneous advances. 10. Note the long-standing items which ought to be cleared from (1) the deposit account and (2) miscellaneous advances and the steps taken to effect this.

VIII. Stores of the Board.

What is the arrangement for securing the Boards stores and does it provide adequate safety against unauthorised removal of the Board's articles, or introduction or substitution of inferior ones for articles accepted as sound.

Test of articles received. 2. (a) Who conducts the test and how is the record of the result of testing officer maintained?

(b) What is the security taken from the store keeper? Is it sufficient?

Stock register of articles. (a) Is a register of daily receipts and issues of these articles maintained and systematically posted up?

(b) Is the A Form Register prescribed in the Public Works Department

Department Code kept, and is the stock abstract book maintained?

(c) Are the entries in these registers checked by the Head Accountant from time to time and the ~~corrections~~ correctness of balances verified?

(d) Is there any unserviceable and valueless stock on the registers? If so the same may be detailed and their disposal ordered.

Tools and Plant.

4. (a) Is the register of tools and plant in form A maintained in addition to the daily register of receipts and issues?

(b) Are they posted up to date and duly checked by the Head Accountant ~~and?~~

(c) Are all tools not in stores or in immediate charge of the Assistant Engineer duly accounted for and recoverable?

(d) Are all surveying and mathematical instruments in proper order?

Materials.

5. (a) What registers have been maintained for noting the receipts and issues of materials?

(b) Are they systematically posted by the Store-keeper and the accuracy of the entries certified by the Head Accountant?

(c) Is a register of orders placed with firms and other dealers systematically kept and the

the obtaining of supplies regulated strictly in accordance with orders placed?

(d) Are copies of Railway Receipts kept serially numbered?

(e) Are the transactions of materials at site correct? Have the materials been counted within the last 12 months and certified to be in good condition and at fair market rates?

(f) Are there any surplus materials on which there have been no transactions during the past 6 months, and which are not likely to be required within the next 12 months. If so what steps have been taken in respect of them?

IX. Maps, Plans and Other Drawings.

Lists of maps, plans, designs etc. 1.(a) Are lists maintained separatel of-

(1) Authorised maps of the Mysore City and its environments obtained for the us of the Department?

(2) Plans of the several part of the city surveyed depa mentally from time to ti

(3) Designs and sections of drains and their appurte nances, latrines, buildin etc.

(4) Detailed drawings of d age and other miscella works, and

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(5) Sketches accompanying special reports, communications to other departments and subjects placed before the Board.

(b) Are the above maps, plans, designs, drawings and sketches - arranged in the order of their serial number in the lists, so that they may be easily taken out for reference whenever - necessary?

Worked-out plans.

3. (a) Is a separate set of block plans preserved to show the improvements actually carried out against the proposals originally made?

(b) Are the several improvements effected from time to time (including the acquisition and sale of properties) transcribed therein systematically?

(c) Are these worked-out plans up to date?

Blue Prints.

3. Is a register of Blue Prints taken out from time to time, mounted and supplied for the use of the out-door and in-door subordinates and for other purposes, kept and properly - maintained?

Register of Estimates.

4. Is a register of estimates passed by the Board and those submitted to and sanctioned by Government properly

maintained with authority etc., noted?

Drawing and Mathematical Instruments.

5. Are the drawing and mathematical instruments supplied to the drawing branch in proper order and properly cared for?

X. Acquisition of properties.

Declaration statements.

1. (a) Is a collection of all the printed declarations published from time to time under the signature of the Secretary to Government in ~~res~~ respect of properties needed for purposes of the Trust Board kept separately for ready reference?

(b) Is a note of acquisition and payment of compensation made against each property as it is acquired?

Notices under Section 9 of the Land Acquisition Regulation and their service.

2. (a) Is a public notice under clause 1 of section 9 of the Land Acquisition Regulation given in respect of every acquisition scheme?

(b) Is a sufficient period of not less than 15 clear days given invariably in every case for the appearance of parties?

(c) Are special notices issued to every person known to be interested in the property with reference to the declaration statement and the register of claims?

Are notices under clause 3 of section 9 given to persons who may be discovered to be interested in the course of the Acquisition Proceedings?

Calendar of acquisition cases posted for enquiry etc.

3. (i) Is a calendar of acquisition cases posted for enquiry and other purposes maintained in the ~~acquisition~~ compensation - Branch?

(2) Are entries therein made up to date, showing dated of adjournments etc, if any?

Register of claim petitions.

4. (a) Is a register of claim petitions received in the Office maintained, the progress of their disposal noted and the disposal marked against each?

(b) Are there any cases of undue delay in disposal?

Properties acquired by mutual agreement.

+5. Is a separate register of properties acquired by mutual - agreement maintained and is it up to date.

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Calendar of Acquisition cases posted for enquiry etc.,

3. (a) Is a calendar of acquisition cases posted for enquiry and other purposes maintained in the Compensation Branch?

(b) Are entries therein made, up to date, showing dates of adjournments etc., if any?

x x x

Notices of award.

6. Are notices of award given immediately to such of the persons interested as are not present personally or by their representatives when the award is made? Note instances of delay, or omission, if any?

Intimation of payment of compensation.

7. (a) Are the out-door subordinates intimated promptly of the ~~payme~~ payments made on account of properties acquired, in view to enable them to take over their possession?

(b) In cases where the amount of compensation is kept in the Treasury as a revenue deposit or sent to court, are the parties concerned given timely intimation of the same?

Special Mutchalikas ~~from~~ from owners of properties acquired,

8. (a) Is a register maintained showing, in respect of acquired properties -

(1) Whether the property is occupied?

(2) If occupied, what reasonable time is required for vacating

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(3) The rent agreed to be paid in case the time required for giving over possession of the property is to exceed one month,

(4) The amount to be deposited as security for the safety of the materials (including fixtures) of the acquired property.

Registers and accounts of the compensation section.

9. (a) What are the registers maintained in this section?

(b) Are they all up to date?

(c) Are monthly abstracts of properties acquired and demolished prepared punctually before the 5th of every month?

XI. Properties of the Board.

Lands belonging to the Government or the Municipal Council vested in the Board.

(a) Is a Register of Properties vested in the Board maintained up to date as new properties are acquired?

(b) Does this Register show the appropriation of the several properties for Board's purposes and the resumptions, if any, made by Government or the Municipal Council?

Properties acquired by the Board.

2. (a) Are the properties regularly marked on plans? Up to what period has this been done?

(b) Are these plans of Trust properties prepared in triplicate and mounted, one set being

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being supplied for use in the Acquisition Branch, another set in the Revenue Branch, and the third one for general use?

Trust properties available for sale or disposal otherwise.

3.(a) Are the undermentioned registers maintained to show separately the different kinds of the Trust properties available for disposal viz.

(1) Register of Building sites formed.

(2) Ditto of small bits of land adjoining dwelling houses.

(3) Ditto of acquired houses remaining after the purposes of the Board have been served and

(4) Ditto of houses constructed by the Board?

(b) Are the above registers up to date?

Applications for Trust properties.

4. Are these applications invariably registered in a special register maintained in the Revenue Branch?

Disposal of applications, for trust properties.

5. Is action promptly taken in each case to give effect (1) to the resolution of the Board in respect of properties to be sold by at an upset price and (2) to the orders of the Chairman with regard to properties to be auctioned under the rules sanctioned by Government?

(2) Appended statements of applications received and disposed

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of for each of the previous four quarters, in the subjoined form:-

Particulars.	No. pending at beginning of the quarter.	No. received during the quarter.	No. disposed of during the quarter	No. awaiting future disposal.
Applications for bungalow sites.				
" for bits of land.				
" for properties acquired, by the Board.				
" for properties constructed by Board.				
" for hire or lease of Trust properties.				
" for sale of materials or other moveable properties of the Board.				
Total				

Properties sold or otherwise transferred to private parties.

6. (a) Are the required mutchalikas embodying the terms as regards the raising of ~~instructions~~ structures thereon being got executed by the parties concerned, in the case of building sites, invariably before their possession is handed over?

(b) If conditions have been preimposed as to their user, have needful agreements been taken from the parties concerned and carefully preserved?

(c) As regards the Trust Houses, have proper mortgage deeds in all cases in which only a part of the purchase money has been paid, been got executed and duly registered before handing over their possession to the purchasers? Note exceptions, if any, with reasons.

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Free grants and sales at concession rates.

7. Is a separate register maintained of properties granted free or sold at concession rates from time to time, noting in it the object for which each grant or sale was made, with references to agreements obtained?

Recovery of Trust dues.

8.(a)(i) Is intimation in writing given to the out-door subordinates - then and there as to (1) principal amount to be recovered (11) The number and amount of instalments fixed and (111) the rate of interest levied, to enable recover from the purchasers of Trust - properties in each case?

(ii) When owing to either persistent default in payment or evasion - of the terms of agreements in other respects or from any cause whatsoever, it becomes necessary that the outstanding balance against any party should be recovered in - full instead of in instalments, is intimation countermanding the original orders for receovery given at once to the out-door subordinates?

(b) Are personal ledgers maintained by the out-doors subordinates - for amounts to be recovered by the purchasers of Trust properties in their respective sections, and collections made accordingly granting ad-interim receipts to the parties for payments made.

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(c) Are challans in the prescribed form prepared by the out-door subordinates with all the details carefully filled up, for collections made each day, and presented to office with the counterfoils of the ad-interim receipt books for check.

(d) Are these challans invariably initialled by the Revenue Account ant in token of his having satisfied himself that no objectionable items have been included in them and submitted to the Chairman for orders?

(e) Are the amounts covered by the passed challans paid correctly to the cashier and his initials obtained thereon?

Register of realisations. 9. (a) Are separate registers opened to show the realisations exclusively from:-

(i) Sale of building sites.

(ii) Sale of small bits of land.

(iii) Sale of houses acquired by the Board.

(iv) Sale of houses constructed by Board.

(v) Miscellaneous items.

(b) Are the required postings made in the register of realisations day to day with reference to the passed challans, without letting arrears to accumulate?

(c) Are the monthly totals of realisations as entered in these registers got verified by the

Head Accountant with reference to the cash abstract and his initials obtained?

Receipts for payments received.

10. (a) Are receipts for payment received in every case prepared, got signed by the Chairman and granted to the concerned parties in lieu of the ad-interim receipt originally given by the collection staff?

(b) Are the ad-interim receipts granted by the collection staff caused to be brought back to the office duly endorsed by the party checked with their respective counterfoils and cancelled?

Sums owing to the Board on account of properties sold.

11. (a) Is a personal ledger maintained in the case of every sale transaction in which the purchase money is allowed to be paid - subsequent to the date of sale? Note omission if any.

(b) Are these ledgers being posted up systematically in accordance with the entries in the registers of realisations and cross references marked?

Are the postings complete up to the end of the month preceeding the month of inspection?

Building materials of acquired houses.

12. (a) Are different registers maintained to show separately (a) the numbers of acquired houses the materials whereof were sold without removing them from the

respective structures and (2) the numbers of houses the materials of which were removed by the department and then sold?

(b) In cases of structures sold in tact, have proper mutchalikas been obtained with a penal clause binding the purchasers to clear the site within a fixed time? Are the terms of these mutchalikas strictly enforced in cases of default? Note instances, if any, in which action has been delayed with reasons.

(c)(i) In the case of properties demolished by departmental agency, are lists of materials secured from each house appended to the demolition bills?

(ii) Are particulars of such materials entered against the respective properties in the register of properties demolished departmentally and references made to the sale memos or lists when such materials are sold?

Materials from works.

12. Is a proper account of materials removed from works maintained in the Sub Division and are monthly returns showing their receipts into and issues from the stores rendered to the Chairmans Office regularly?

Hire and lease of Trust properties.

13. (a) Is a register of Trust properties leased or let out for hire maintained?

(b) Are references to the agreements obtained in respect of these properties shown respectively against them? Are these agreements preserved carefully till they become obsolete?

(c) Are recoveries of the amount of lease or hire being made punctually according to the terms of the agreements? In cases of default, are prompt steps taken to enforce the penal terms of the agreements?

Title deeds.

14 Are title-deeds serially numbered, and the parties' receipts obtained in a separate book before they are issued?

15. XII. Loans under Section 27 (3) of the City of Mysore Improvement Regulations.

Register of loan applications.

1. Is a register of loan applications received and disposed of maintained with columns provided for entering all the particulars contained in articles 3 to 9 of the Loan rules?

Register of loans sanctioned.

2. (a) Is a personal ledger maintained in the case of each loan transaction?

(b) Are these ledgers being posted up systematically?

(c) Are the postings complete up to end of the month preceding the month of inspection?

Securities for loans granted.

3. (a) Does the register show in each case the securities obtained for loans granted, their nature and value?

(b) Is the rule, of the extent of loan granted being at no time in excess of 2/3 rds of the value of the security obtained, strictly observed invariably in every case?

(d) Are all fluctuations in the value of securities of immovable properties systematically recorded in this register, upon the monthly reports received from the outdoor subordinates in this respect?

Bonds.

4. (a) Are mortgage bonds in the prescribed form C, and security bonds, where necessary, in the prescribed form D obtained and got duly registered before granting the sanctioned loan, and kept in safe custody along with the documents of title presented by the parties?

(b) In whose custody are these bonds kept? How are they preserved?

Orders granting loans.

5. (a) Is the endorsement on the loan order required under rule II of the Loan Rules obtained from the parties concerned and are copies

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copies of these loans orders given to them invariably in - every case?

(b) Are the dates fixed for the commencement, progress and completi of works, for which loans have been granted, invariably entered in the prescribed form B of the loan order in each case?

(2) Is the progress of works stipulated to be done by each person to whom loan has been grnated periodically ascertained ~~for?~~ and - action ~~taka~~ promptly taken in each case of default to recover the full amount of loan that becomes due under the terms of ~~clauses~~ (ii) and (iii) of the - loan order (Form B)?

(3) In how many cases has misapplication of loans been noticed?

× × × ×

Recovery of loans b. Are recoveries made regularly in accordance with the terms of the loan

XIII. Miscellaneous.

Is an Inspection Minute Book maintained as required in paragraph of G.O.No.10870-915/E.A.G.43-14- dated 10-4-1915 and are all poi requiring action noted therein. Extent to which points ~~are~~ noted during previous inspections ~~made~~ have been attended to may be looked

2. Is a test inspection done every month as required by rule 56 of General Rules of Office Procedu

3. Any general questions for impro ing the efficiency of the offic

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No. 29-S.5/C.213 of 16-17.
Enc.
one file of 28 papers.

OFFICE OF THE CHAIRMAN,
CITY IMPROVEMENT TRUST BOARD, MYSORE.

Date 21st August 1919.

D. 248

E.A. 8.66 of 6

From

RAJASABHABHUSHANA, DIWAN BAHADUR,
C. SRIKANTESVARA AIYAR, B.A., B.L.,
CHAIRMAN, CITY IMPROVEMENT TRUST BOARD,
MYSORE.

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To

B. Ramaswamiah, Esq., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Revenue Department, Bangalore.

Sir,

With reference to your letter No.338z-E.A.G., dated the 1st May 1919 forwarding a revised set of questions for the inspection of the offices of the Trust Board with the request that it may be further reduced, I have the honour to submit herewith a final set of questions for approval, omitting questions considered not quite essential.

I have the honour to be,
Sir,
Your most obedient servant,

C. Srikantesvara Aiyar
Chairman.

Compd

From,

The Chairman,

City Improvement Trust Board

Mysore.

To,

The Secretary to the

Government of Mysore

Revenue Department,

Bangalore.

No.29 S5/C.213 of 1916-17

Enclosures:- One file of 28 papers.

S-u-b-j-e-c-t

Submitting a revised set of questions for the Inspection of the Offices Mysore City Improvement Trust Board.

G.R.S. VI-71]

SUBJECT: Inspection Rules for the Offices of the Bd of Trustees for the Supply of the City of Mysore.

Diary No. of letter replied to: 248

Section: E A G
File No.: 66
Serial No.

General and Revenue Secretariat
(E A)
, the 191 .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue: 22-1-43

Signed by: ~~[illegible]~~ A. V. A

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press? P.W.D I

vi published in the Gazette Kannada part?

Read.— G.O. No 10870-918 E.A. 43-14 of the 10th April 1915 issuing instructions for the systematic periodical inspection of the offices ~~in the State~~ and calling for proposals in respect of each.

2 Letter No 165 of the 24th May 1916 from the Chairman to the Bd of Trustees for the Supply of the City of Mysore stating that the offices of the

~~Order Thereon.— No.~~

over.

the Bd requiring periodical inspection are those of the Chairman & the Asst. Engr, that the former office may be inspected by the Chairman once a year in October '19 and that the latter may be treated as P.W.D. Office, the standard form of questions prescribed in the state C.W.D being adopted for inspecting it.

3. Correspondence ending with letter No 29.S.5/C213 of 16.7 of the 21st Augt '19 from the ~~above said~~ same officer submitting for appl a set of questions for inspecting the Chairman's Office.

P.W.D II
List of enclosures.

Copied by

Examined b

Order

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

Order. No 884/E.A.&b
of 2310-29

The proposal of the Chairman that he inspect his Office every year in October is approved. The report of each inspection may be submitted to Govt in the form printed as appendix to this order.

2. With regard to the office of the Assistant Engineer Govt are pleased to accept the Chairman's view that for purposes of inspection it may be treated as being a P.V. Office and direct that this Office be inspected once every half year by the Engineer Officer in charge and annually by the Chairman, the inspection report being submitted

to Govt in the latter case only. The same form as that prescribed for P.W. Offices and given in Appendix C to G.O. No 2282-3 & 4, 64 & 13th May 1918 may be used for this purpose.

Secy to Govt
Rev Dept

HK.
10.9.1919

To

The Chairman, Bdg. Trustees
for the Dmpt of the City of Mysore
Copy to the Rev Secy

S.O

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GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

OFFICE OF THE SUPERINTENDENT
No. 2574
25-10-19
BANGALORE

Press Copy
P-167, 23/10/19
Please print 100 copies and send into the usual number of unsigned copies. The list of questions appended to the order may be kindly returned.
By order,
Secretary
for Secretary

G.O.No. 884/E.A.866 Dated 23rd October 1919

Inspection Rules

Sanctions the--- for the Offices of the Mysore City Improvement Trust Board.

50

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Proceedings of the Government of His Highness the Maharaja of Mysore.

Read-

G.O.No.10870-918/E.A.43-14-1 dated the 10th April 1915 issuing instructions for the systematic periodical inspection of the offices and calling for proposals in respect of each.

2. Letter No.165 dated the 24th May 1916 from the Chairman to the Board of Trustees for the Improvement of the City of Mysore stating that the offices of the Board requiring periodical inspection are those of the Chairman and the Assistant - Engineer, that the former office may be inspected by the Chairman once a year in October and that the latter may be treated as Public Works Department Office, the standard form of questions prescribed in the State Public Works Department being adopted for inspecting it.

3. Correspondence ending with letter No.29.S.5/C.213 of 16-17 dated the 21st August 1919 from the same officer submitting for approval a set of questions for inspecting the Chairman's office.

ORDER No. 884/E.A.8/66 Dated 23rd October 1919

The proposal of the Chairman that he would inspect his office every year in October is approved. The report of each inspection may be submitted to Government in the form printed as appendix to this order.

2, With regard to the office of the Assistant Engineer, Government are pleased to accept the Chairman's view that for purposes of inspection, it may be treated as a Public Works Department Office, and direct that this office be inspected once every half year by the Engineer Officer in charge and annually by the Chairman, the inspection report being submitted to Government in the latter case only. The same form as that prescribed for Public Works Offices and given in appendix C. to

to Government Order No.2282-3/E.A.G.64 dated the 13th May 1918 may be used for this purpose.

B. Ramaswamaiya,
Revenue Secretary to Government

To

The Chairman, Board of Trustees for the Improvement of the City of Mysore.

Memo of questions for the Inspection of the office of the Chairman, City Improvement Trust Board

MYSORE.

1. Name of Inspecting officer, with designation.

2. Duration of Inspection

Date commenced

Date concluded.

3. Previous Inspection date

Name and designation of Inspecting officer.

I. GENERAL.

Buildings

1. (a) What is the general condition of the office buildings?

(b) Is the accommodation --- sufficient and suitable?

(c) Are the rooms and premises kept clean?

Attendance Register.

2. (a) Is an Attendance Register in use?

(b) What are the ordinary hours of work in the office?

(c) Is the attendance regular

List of Establishment

3. Is an up-to-date list of the establishment both clerical and menial maintained?

Service Registers.

4. (a) Is a Service Register --- maintained? for every --- permanent official and brought up-to-date?

(b) Where and in whose custody these registers kept?

Office Order Book.

5. (a) Is an Office Order Book maintained?

(b) Are orders of leave and punishments etc., regularly recorded and given effect

Register of applications for appointments

6. Is a Register of Applications for appointments maintained and are selections made therefrom?

Personal Register of Disposing clerks.

7. (a) Does each disposing clerk maintain a Personal Register of papers received by him for disposal?

(b) Are these registers examined by the Ministerial Head of the office once a week ---- at least?

Arrear Lists.

8. Does the Chief Ministerial Officer prepare and submit once a month a list of references pending in the office as required by rule 13 of the General Rules of the ---- Office Proceedure?

Unanswered reference lists from subordinate offices.

9. Are monthly statements of ---- unanswered references called for from subordinate offices and scrutinised before the 15th of the month following?

Periodical Reports and Returns.

10. (a) Is a statement of the periodical Reports and Returns due from the office ----- prepared and maintained up-to-date with all the columns filled up?

(b) How many and which --- returns were overdue at the time of inspection?

Standing Orders.

11. (a) Is a complete set of the orders of Government --, relating to the constitution and working of the Board maintained?

(b) Has a collection of all the Resolutions of the Board affecting its --- Executive Administration been made and separately filed?

c) Are circular instructions received from the Chief Engineer and the --------- Comptroller, Public Works Branch, as well as those issued by the Chairman maintained in separate files?

(d) Is each file provided with a table of contents and an index?

Furniture.

12. (a) Is a register of furniture maintained with entries therein of details as to the cost and date of --- purchase of each article?

(b) Are all articles of --- furniture duly painted with letters and numbers?

(c) Is the register verified once every quarter by the

Ministerial Head of the office and the result reported?

Stationery and Forms.

13. (a) Are the stock and issue registers regularly --- maintained?

(b) Are they submitted monthly for the inspection of the Ministerial Head of the Office?

(c) Is a register of periodical issue of Stationery maintained

(d) Is a stock taken once a year of the stationery articles in hand before the Annual station-ery Indent is forwarded to the Superintendent of Stationery Department?

(e) Are old and unserviceable articles sold by public auction and the proceeds credited as per rule 19 of the Stationery rules?

(f) In the case of books of print-ed forms, are serial and pag numbers given to them before issue and a certificate made thereon by the Officer in Charge as to the number of pag contained?

(G) Is sufficient attention give to see that these books of forms are not issued for use advance of their actual requir-ments?

(h) Are all Receipts and Issues of forms noted in a Register?

(i) Are obselete and damaged forms weeded out obtaining the permission of the Chief Ministerial Officer ?

II. Correspondence (English).

Correspondence Registers English.

I. (a) Are the current and disposal registers properly maintained with cross references regularly marked ?

(b) Are the registers written up neatly and the entries concise and clear with catch words underlined ?

Despatch Registers.

2. (a) Are Peon Book and Tappal Book Maintained ?

(b) Are the despatch registers checked by the Chief Ministerial Officer once a month and abnormal delay or other irregularaties in the issue of letters reported to the Head of the Office ?

Copying and Despatching.

3. (a) Is there any delay in the fair copying and despatching of letters ?

(b) Are copies retained of all endorsements sent in Original?

Despatch Docket Sheet.

4. Are all files of important and ordinary series enclosed in despatch docket sheets and properly stitched ?

Service Postage Labels.

(a) Is the account of service Postage Labels correctly written up ?

b) Does the balance of labels agree with the book balance

Typewriting Machine.

Is the working of the Office Typewriting Machine examined by the ministerial Head of the office once a month and his opinion recorded in a register kept for the purpose ?

Petition Register and Disposal of petitions.

III. Petitions.

(a) Is a separate petition register maintained ? and does it show the method of disposal and the nature of endorsements granted ?

(b) Is an alphabetical index of places and persons attached to the register and written up from time to time ?

(c) Is the procedure prescribed in Rule 13 of the Petition Rules carefully adopted and acted up to ?

IV. Cash and Contingencies.

Official looking after Cash transactions.

1. What is the extent of the security deposit required of the official looking after the cash transactions? To what extent is such security furnished ?

2. (a) Is the cash book maintained correctly and up to date ?

(b) Is the cash book free from erasures ?

(c) Are all corrections of errors in the cash book made in Red Ink and intialled by the Chairman ?

(d) Are the cash and treasury balances detailed in a foot note at the end of each month and verified ?

(e) Is the cash book signed by the Chairman at the end of each month ?

Cash and its custody.

3. (a) Was the balance of cash in hand counted and does it agree with the balance shown by the cash book ?

(b) Is the cash chest secure and Chabb's Lock used ?

(c) What official documents or other articles does the cash chest contain in addition to Government money?

Departmental Receipts.

4. (a) Is a remittance register of ~~of~~ Departmental receipts maintained ?

(b) Are there any instances in which remittances to Treasury have been unduly delayed ?

Security Deposits.

5. (a) Is a register of deposits of cash securities maintained ?

(b) Are such deposits paid into Government Savings Bank, as received and the pass books connected with each account kept in safe custody ?

Receipts for money received from Private parties.

6. Are receipts to be granted for this purpose kept with counterfoils in book-form duly numbered and paged ?

Cheques.

7. Are required entries as regards undrawn balance made invariably on the reverse ~~of~~ of the counterfoil of each cheque drawn to guard against the over-drawal of credit ?

Contingencies.

8. (a) Is an order book for contingent charges maintained ?

(b) Is a contingent register maintained ?

Salaries.

9. (a) Are salary bills prepared with reference to the attendance register, leave register, and Official order book?

(b) Is an ~~acquaintence~~ acquittance roll maintained?

(c) Are all salaries drawn duly disbursed and proper receipts taken therein ?

(d) Are stamps affixed to receipts in respect of payments got duly cancelled, so that, they may not be used again ?

10 (E) Is the acquittance roll examined every month by the head of the office ?

V. Records.

System of Record arrangement.

1. (a) Under what system are the records of the office arranged ?

(b) Are the files of papers preserved in proper order in the

the respective shelves ?

(c) Are soiled or torn file boards promptly replaced by fresh ones ?

Sorting of Records.

2. (a) Are all the records sorted according to the prevailing system ?

(b) If not, what is the quantity of papers remaining to be sorted ?

(c) What time is necessary to complete their sorting ?

Indexing of important and ordinary files.

3. Is an Index register of all papers of important and ordinary series being maintained properly without undue delay?

Issue of Records.

4. (a) Is a Record Issue register maintained ?

(b) Are records permitted to be removed without a substitution slip signed by the requisitioning official ?

(c) Are records asked for by the Disposing Clerks furnished without undue delay ?

Outstanding disposed of files.

5. (a) Are any of the disposed of files detained unnecessarily by the Disposing Clerks without being sent to the records

(b) In the case of records taken out of the Record Room and outstanding for long periods, has a list of them been made out, and brought to the notice

the notice of the Head of the office ?

Registers and Account Books handed over to the records.

6. (a) Is a stock list of registers maintained ?

(b) Are labels affixed to the outside cover of each register and account book showing the number, name, volume, authority prescribing and the period embraced ?

Gazettes.

7. Are portions of special interest to the office detached as each Gazette is received and eventually bound for preservation ?

Administration Reports.

8. (a) Are Adminstration Reports of the Department got periodicall bound up, the volumes being numbered ?

(b) Are Annual Reports of other City Improvement Trusts filed in order ?

Destruction of unserviceable Records.

9. Have all time-barred papers been eliminated according to rules framed for regulating the periodical destruction of unserviceable records ?

Library.

10. Is a register maintained for entering books and publications as they are received and is it written up to date ?

Minutes of the Boards Proceedings.

VI. Meetings of the Trustees.

Minutes of the Boards Proceedings.

1. (a) Are minutes of the Proceedings of each meeting, with the names of the trustees present, kept in a book and got signed at the next meeting ?

(b) Is a copy of the minutes of the Boards Proceedings invariably furnished to Government ?

Registers of Compilation.

VI. **Abstraction and condensation of ~~cash~~ Cash transactions.**

1. Are bound registers in the approved form maintained to abstract and condense the whole Cash transaction of the office for each month and kept up to date ?

Register of works.

2. (a) Is a register of works maintained to show the outlay on each work as well as on each head of work ?

(b) Are completion reports ~~prepa~~ prepared and submitted in respect of completed works immediately after they are finished ?

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(c) Note cases, if any, in which there has been considerable delay with reasons .

Register of accepted tenders.

3. (a) Is a register of tenders accepted and of petty contracts kept ?

(b) Has security been taken in all cases in cash or Govern-

Government paper for the due fulfilment of contracts or are deductions made from bills on this account ?

(c) Are there any advances to contractors (not payments on account) outstanding? If so, give particulars for the advances ?

Register of appropriation. 4. Is a register of appropriation posted up to date ?

Register of liabalities. 5. (a) Is a register of liabalities maintained and is it posted correctly up to date ?

(b) What is the amount of laibality on the date of inspection under (1) Acquisition of properties (2) work bills (3) value of supplies.

Pass Book. 6. Is the pass book of the Mysore City Improvement Fund been correctly maintained and regularly sent to the Treasury for being written up ?

Adjustment Book. 7. Is the adjustment book properly kept and posted as transactions become known ?

Initial accounts. 8. (a) How are completed note and measurement books dealt with?

(b) Note any book missing .

Monthly accounts. 9. Are the cash balance return, Account current, and other

other monthly accounts sent t to the Comptroller, on due dates? Note instances of delay

Accounts of Deposits and Miscellaneous advances.

10 Note the long-standing items which ought to be cleared from (1) the deposit account and (2) miscellaneous advances and the steps taken to effect this.

VIII. Stores of the Board.

1. What is the arrangement for securing the Board's stores and does it provide adequate safety against unauthorised removal of the Board's articles or introduction or substitution of inferior ones for articles accepted as sound ?

Test of articles received.

2. (a) Who conducts the test and how is the record of the result of testing officer maintained?

(b) What is the security taken from the store-keeper ? Is it sufficient ?

15

Stock articles.

3. (a) Is a register of daily receipt and issues of these articles maintained and systematically posted up ?

(b) Is the A form register prescribed in the Public Works Department Code kept, and is the stock abstract book main-

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912

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maintained ?

(c) Are the entries in the register checked by the Head Accountant from time to time and the correctness of balances verified ?

Tools and Plant.

4. (a) Is the register of tools and plant in form A maintained in addition to the daily register of receipts and issues?

(b) Are they posted up to date and duly checked by the Head Accountant ?

(c) Are all tools not in stores or in immediate charge of the Sub-Division Officer duly accounted for and recoverable ?

(d) Are all surveying and mathematical instruments in proper order ?

Materials.

5. (a) What registers have been maintained for noting the receipts and issues of materials ?

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(b) Are they systematically posted by the Store-keeper and the accuracy of the entries certified by the Head accountant ?

(c) Is a register of orders replaced with firms and other dealers systematically kept and the obtaining of supplies

regulated strictly in accordance with orders placed ?

(d) Are copies of Railway receipts kept serially numbered ?

(e) Are the transactions of materials at site correct ? Have the materials been counted within the last 12 months and certified to be in good condition and at fair market rates ?

(f) Are there any surplus materials on which there have been no transactions during the past 6 months, and which are not likely to be required within the next 12 months? If so what steps have been taken in respect of them ?

IX. Maps, Plans and Other Drawings

List of Maps, plans, designs etc. 1. (a) Are lists maintained separately of:—

(1) Authorised maps of the Mysore City and its environments obtained for the use of the Department ?

(2) Plans of the several parts of the city surveyed departmentally from time to time

(3) Designs and sections of drains and their appurtenances, latrines, buildings etc.

(4) Detailed drawings of Drainage and other miscellaneous works,

works and,

(5) Sketches accompanying special reports, communications to other departments and subjects placed before the Board .

(b) Are the above maps, plans, designs, drawings and sketches arranged in the order of their serial number in the lists, so that they may be easily taken out for reference whenever necessary ?

Worked-out plans.

2. Is a separate set of block plans preserved to show the improvements actually carried out against the proposals originally made ?

Blue Prints.

3. Is a register of blue prints taken out from time to time, mounted and supplied for the use of the out-door and in-door subordinates and for other purposes kept and properly maintained ?

Register of Estimates.

4. Is a register of estimates passed by the Board and those submitted to and sanctioned by Government properly maintained with authority etc. noted ?

Drawing and Mathematical Instruments.

5. Are the drawing and mathematical instruments supplied to the drawing branch in proper order

order and properly cared for ?

X. Acquisition of Properties.

Declaration Statements.

1. (a) Is a collection of all the printed declarationspublished from time to time under the signature of the Secretary to Government in respect of properties needed for purposes of the Trust Board kept separately for ready reference ?

(b) Is a note of acquisition and payment of compensation made against each property, as it is acquired under the intials of a responsible officer ?

2. (Is a sufficient period of not less than 15 clear days given invariably in every case for the appearance of parties known to be interested in th property ?

Calendar of acquisition cases posted for enquiry etc.

3. (i) Is a calendar of acquisition cases posted for enquiry and other purposes maintained ?

(2) Are entries therein made up to date, showing dates of adjournments etc. if any ?

Register of claim Petitions.

4. Is a register of claim petitions received in the Office maintained, with proper index ?

Notices of award.

5 Are notices of award given

immediately to such of the persons interested as are not present personally or by their representatives when the award is made ? Note instances of delay, or ommission, if any ?

Intimation of payment of Compensation.

6. (a) Are the out-door subordinates intimated promptly of the payments made on account of properties acquired, in view to enable them to take over their possession ?

(b) In cases where the amount of compensation is kept in the Treasury as a revenue deposit or sent to court, are the parties concerned given timely intimation of the same ?

Registers and accounts of the Compensation section.

7. (a) Are the undermentioned registers maintained with sufficient details in this Section and are they up to date ? -

(i) Register of properties acquired for purposes of the Board from time to time and payments made on this account ?

(2) Register showing how and when the acquired properties were taken possession of and demolished.

(3) Register showing the movements of families ~~and~~ displaced by the operations of the Trust Board

This is quite necessary.

Trust Board and the help, if any, afforded to them by it.

(b) Are monthly abstracts of properties acquired and demolished prepared punctually before the 5th of every month

XI. Properties of the Board.

Lands belonging to the ~~XXXXXXXX~~ Government of the Municipal Council vested in the Board.

1. (a) Is a register of properties vested in the Board maintained up to date ?

(b) Does this Register show the appropriation of the several properties for Board's purposes and the resumptions, if any, made by Government or the Municipal Council ?

Appropriations of Properties acquired by the Board.

2. (a) Is a register showing in a compact form the several purposes with extent for which the land and houses acquired by the Board have been appropriated, maintained in the Revenue Branch ?

(b) Are these appropriations being regularly marked on plans ? Up to what period has this been done ?

(c) Are these plans of Trust properties serially numbered and prepared in triplicate and mounted one set being supplied for use in the Acquisition Branch, another set in the Revenue Branch, and the third one for general use ?

Trust properties available for sale or disposal otherwise.

3. (a) Are the undermentioned registers maintained to show—

to show separately the different kinds of the Trust properties available for disposal viz.

(1) Register of building sites formed.

(2) Ditto of small bits of land adjoining dwelling houses.

(3) Ditto of acquired houses remaining after the purposes of the Board have been served and

(4) Ditto of houses constructed by the Board ?

(b) Are the above registers up to date ?

Applications for Trust Properties.

4. Are these applications invariably registered in a special register maintained in the Revenue Branch and indexed and the progress of ~~this~~ their disposal noted ?

Properties sold or otherwise transferred to private Parties.

5. (a) Are the required mutchalikas embodying the terms as regards the raising of structures thereon being got executed by the parties concerned, in the case of building sites, invariably before their possession is handed over ?

(b) If conditions have been prescribed imposed as to their user, has needful agreements been taken from the parties concerned and carefully preserved ?

(c) As regards the Trust houses

houses, have proper mortgage deeds in all cases in which only a part of the purchase money has been paid, been got executed and duly registered before handing over their possession to the purchasers ? Note exceptions, if any, with reasons ?

Free grants and sales at concession rates.

6. Is a separate register maintained of properties granted free or sold at concession rates from time to time, noting in it the object for which each grant or sale was made , with referencesto aggrements obtained ?

Recovery of Trust Dues.

7. (a) Are personal ledgers maintained by the out-door subordinates for amounts to be recovered by the purchasers of Trust properties in their respective sections, and collections made accordingly, granting ad-interim receipts to the parties for paymentsmade ?

(b) Are challens in the prescribed form prepared by the out-door subordinates with all the details carefully filled up, filled collectings made each day, with presented to office with counterfoils of the ad-intial

ad-interim receipts books for check

(c) Are the amounts covered by the passed challans paid correctly to the cashier and his intials obtained thereon?

(d) Are the ad-interim receipts granted by the collection staff caused to be brought back to the office duly endorsed by the party in exchange of the final ones signed by the Chairman.?

Register of realisations.

8. (a) Are separate registers opened to show the realisations exclusively from :-

(I) Sale of building sites.

(II) Sale of small bits of land.

(III) Sale of houses acquired by the Board.

(IV) Sale of houses constructed by the Board.

(V) Miscellaneous items.

(b) Are the required postings made in the register of realisations day to day with references to the passed challans, without letting arrears to accumulate ?

(c) Are the monthly totals of realisations as entered in these registers got verified by the Head Accountant with reference to the cash abstract and his intial

intials obtained ?

Sums owing to the Board on account of properties sold.

9. (a) Is a personal ledger maintain-ed in the case of every sale transaction in which the purchase money is allowed to be paid subsequent tothe date of sale ? Note ommission if any ?

(b) Are these ledgers being posted up systematically in accordance with the entries in the registers of realisations and cross references marked ? Are the postings complete up to the end of the month preceding the month of inspection ?

Building materials of acquired houses.

10. (a) Are different registers maintained to show separately (1 the numbers of acquired houses the materials whereof were sold without removing them from the respective structures and (2) the numbers of houses the materials ~~of houses~~ of which were removed by the department and then sold ?

(b) In cases of structures sold intact, have proper mutchalikas been obtained with a penal clause binding the purchasers to clear the site within a fixed time ? Are the terms of these mutchalikas strictly enforced in cases of defaul

ote instances, if any, in which action has been delayed with reasons.

(c) In the case of properties demolished by departmental agency, are lists of materials secured from each house appended to the demolition bills ?

Are particulars of such materials entered against the respective properties in the register of properties demolished departmentally and references made to the sale memos or lists when such materials are sold ?

Materials from works. 11. Is a proper account of materials ~~received~~ removed from works maintained in the Sub-Division Office and are monthly returns showing their receipts into and issues, from the stores rendered to the Chairman's office regularly?

Hire and lease of Trust Properties. 12. (a) Is a register of Trust properties leased or let out for hire maintained

(b) Are references to the agreements obtained in respect of these properties shown respectively against them ? Are these agreements pre-

preserved carefully till they become obsolete ?

(c) Are recoveries of the amount of lease or hire being made punctually according to the terms of the agreements. In cases of default, are prompt steps taken to enforce the penal terms of the agreements ?

Title deeds

13. Are title-deeds serially numbered, and the parties receipt obtained in a separate book before they are issued

XII. Loans under Section 27 (3) of the City of Mysore Improvement Regulations.

Register of Loan Applications.

1. Is a register of loan applications received and disposed of maintained with columns provided for entering all the particulars contained in articles 3 to 9 of the Loan rules ?

Register of loans sanctioned.

2. (a) Is a personal ledger maintained in the case of each loan transaction?

(b) Are these ledgers being posted up systematically ?

(c) Are the postings complete up to end of the preceding month of inspection ?

Securities for loans granted.	3	(a) Does the register show in each case the securities obtained for loans granted their nature and value ?
		(b) Is the rule of the extent of loan granted being at no time in excess of 2/3rd of the value of the security obtained, strictly observed invariably in every case ?
		(c) Are all fluctuations in the value of securities of immoveable properties systematically recorded in this register, upon the monthly reports received from the out-door subordi-nates in this respect.?
Bonds.		Are mortgage bonds in the prescribed form C, and security bonds, where necessary, in the prescribed form D obtained and got duly registered before granting the sanctioned loan, and kept in safe custody along with the documents of titl presented by the parties ?
Orders granting loans.	5.	a) Is the endorsement on the loan order required under rule III of the Loan Rules obtained from the parties

parties concerned and are copies of these loan orders given to them invariably in every case ?

(b) Are the dates fixed for the commencement, progress and completion of works for which loans have been granted invariably entered in the prescribed form B of the loan order in each case ?

(2) Is the progress of works stipulated to be done by each person to whom loan has been granted periodically ascertained ?

(3) In how many cases has misapplication of loans been noticed ?

(4) Are recoveries made regularl in accordance with the term of the loan order ?

Miscellaneous.

Is an Inspection Minute Book maintained as required in pa -graph of G.O.No.10870-915/E. A.G.43-14-1 dated 10-4-1915, and are all points requiring action noted therein.

Extent to which points noted during previous inspec tions have been attended may be looked into. Is a test inspection done every month as required by rule 56 of the General Rules of Offi

Office Procedure? // Any general questions for improving the efficiency of the Office?

Chairman

Comfd

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 884—E.A.G. 66, dated 23rd October 1919.

Inspection Rules.

Sanctions the — for the Offices of the Mysore City Improvement Trust Board.

W D 912 -GPB—18-11-19—105

S. O.

Inspection Rules.

No. 884—E. A. G. 66, DATED 23RD OCTOBER 1919.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915, issuing instructions for the systematic periodical inspection of the offices and calling for proposals in respect of each.

2. Letter No. 165, dated the 24th May 1916, from the Chairman to the Board of Trustees for the Improvement of the City of Mysore, stating that the offices of the Board requiring periodical inspection are those of the Chairman and the Assistant Engineer, that the former office may be inspected by the Chairman once a year in October and that the latter may be treated as Public Works Department Office, the standard form of questions prescribed in the State Public Works Department being adopted for inspecting it.

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The proposal of the Chairman that he would inspect his office every year in October is approved. The report of each inspection may be submitted to Government in the form printed as appendix to this order.

2. With regard to the office of the Assistant Engineer, Government are pleased to accept the Chairman's view that for purposes of inspection, it may be treated as a Public Works Department Office, and direct that this office be inspected once every half year by the Engineer Officer in charge and annually by the Chairman, the inspection report being submitted to Government in the latter case only. The same form as that prescribed for Public Works Offices and given in Appendix C. to Government Order No. 2282-3—E. A. G. 64, dated the 13th May 1918, may be used for this purpose.

B. RAMASWAMAIYA,
Rev. Secy. to Govt.

To—The Chairman, Board of Trusties for the Improvement of the City of Mysore.

MEMO OF QUESTIONS FOR THE INSPCTION OF THE OFFICE OF THE CHAIRMAN, CITY IMPROVEMENT TRUST BOARD, MYSORE.

Name of Inspecting officer with designation.....

Duration of Inspection .. { (*a*) Date commenced..... (*b*) Date concluded.....

Previous inspection date { Date..... Name and designation of inspecting officer.....

I. GENERAL.

1. *Buildings.*—(*a*) What is the general condition of the office buildings?

(*b*) Is the accommodation sufficient and suitable?

(c) Are the rooms ond premises kept clean?

2. *Attendance Register.*—(a) Is an Attendance Register in use?

(b) What are the ordinary hours of work in the office?

(c) Is the attendance regular?

3. *List of Establishments.*—Is an up-to-date list of the establishment both clerical and menial maintained?

4. *Service Registers.*—(a) Is a Service Register maintained for every permanent official and brought up-to-date?

(b) Where and in whose custody are these registers kept?

5. *Office Order Book.*—(a) Is an Office Order Book maintained?

(b) Are orders of leave and punishments, etc., regularly recorded and given effect to?

6. *Register of applications for appointments.*—Is a Register of Applications for appointments maintained and are selections made therefrom?

7. *Pesonal Register of Disposing clerks.*—(a) Does each disposing clerk maintain a Personal Register of papers received by him for disposal?

(b) Are these registers examined by the Ministerial Head of the office once a week at least?

8. *Arrear Lists.*—Does the chief ministerial officer prepare and submit once a month a list of reference pending in the office as required by rule 13 of the General Rules of the Office Procedure?

9. *Unanswered reference lists from subordinate officers.*—Are monthly statements of unanswered references called for from subordinate offices and scrutinised before the 15th of the month following?

10. *Periodical Reports and Returns.*—(a) Is a statement of the periodical reports and returns due from the office prepared and maintained up-to-date with all the columns filled up?

(b) How many and which returns were overdue at the time of inspection?

II. *Standing Orders.*—(a) Is a complete set of the orders of Government relating to the constitution and working of the Board maintained?

(b) Has a collection of all the Resolutions of the Board affecting its Executive Administration been made and separately filed?

(c) Are circular instructions received from the Chief Engineer and the Comptroller, Public Works Branch, as well as those issued by the Chairman maintained in separate files?

(*d*) Is each file provided with a table of contents and an index ?

12. *Furniture.*—(*a*) Is a register of furniture maintained with entries therein of details as to the cost and date of purchase of each article ?

(*b*) Are all articles of furniture duly painted with letters and numbers ?

(*c*) Is the register verified once every quarter by the ministerial Head of the Office and the result reported ?

13. *Stationery and Forms.*—(*a*) Are the stock and issue registers regularly maintained ?

(*b*) Are they submitted monthly for the inspection of the Ministerial Head of the Office ?

(*c*) Is a register of periodical issue of stationery maintained ?

(*d*) Is a stock taken once a year of the stationery articles in hand before the annual stationery Indent is forwarded to the Superintendent of Stationery Department ?

(*e*) Are old and unserviceable articles sold by public auction and the proceeds credited as per Rule 19 of the Stationery Rules ?

(*f*) In the case of books of printed forms, are serial and page numbers given to them before issue and a certificate made thereon by the Officer in charge as to the number of pages contained ?

(*g*) Is sufficient attention given to see that these books of forms are not issued for use in advance of their actual requirement ?

(*h*) Are all receipts and issues of forms noted in a Register ?

(*i*) Are obselete and damaged forms weeded out obtaining the permission of the Chief Ministerial Officer ?

II. CORRESPONDENCE (ENGLISH).

1. *Correspondence Registers, English.*—(*a*) Are the current and disposal registers properly maintained with cross references regularly marked ?

(*b*) Are the registers written up neatly and the entries concise and clear with catch words underlined ?

2. *Despatch Registers.*—(*a*) Are Peon Book and Tappal Book Maintained ?

(*b*) Are the despatch registers checked by the Chief Ministerial Officer once a month and abnormal delay or other irregularities in the issue of letters reported to the Head of the Office ?

3. *Copying and Despatching.*—(*a*) Is there any delay in the fair copying and despatching of letters ?

(*b*) Are copies retained of all endorsements sent in original ?

4. *Despatch Docket Sheet.*—Are all files of important and ordinary series enclosed in despatch docket sheets and properly stitched ?

5. *Service Postage Labels.*—(*a*) Is the account of service postage labels correctly written up ?

(*b*) Does the balance of labels agree with the book balance ?

6. *Typewriting Machine.*—Is the working of the Office Typewriting Machine examined by the ministerial Head of the Office once a month and his opinion recorded in a register kept for the purpose ?

III. PETITIONS.

Petition Register and disposal of petitions.—(*a*) Is a separate petition register maintained ? And does it show the method of disposal and the nature of endorsements granted ?

(*b*) Is an alphabetical index of places and persons attached to the register and written up from time to time ?

(*c*) Is the procedure prescribed in Rule 13 of the Petition Rules carefully adopted and acted up to ?

IV. CASH AND CONTINGENCIES.

1. *Official looking after cash transactions.*—What is the extent of the security deposit required of the official looking after the cash transactions ? To what extent is such security furnished ?

2. (*a*) Is the cash book maintained correctly and up-to-date ?

(*b*) Is the cash book free from erasures ?

(*c*) Are all corrections of errors in the cash book made in Red Ink and initialled by the Chairman ?

(*d*) Are the cash and treasury balances detailed in a foot note at the end of each month and verified ?

(*e*) Is the cash book signed by the Chairman at the end of each month ?

3. *Cash and its custody.*—(*a*) Was the balance of cash in hand counted and does it agree with the balance shown by the cash book ?

(*b*) Is the cash chest secure and Chabb's Lock used ?

(*c*) What official documents or other articles does the cash chest contain in addition to Government money ?

4. *Departmental Receipts.*—(*a*) Is a remittance register of Departmental receipts maintained ?

(*b*) Are there any instances in which remittances to Treasury have been unduly delayed ?

5. *Security Deposits.*—(*a*) Is a register of deposits of cash securities maintained?

(*b*) Are such deposits paid into Government Savings Bank, as received and the pass books connected with each account kept in safe custody?

6. *Receipts for money received from Private parties.*—Are receipts to be granted for this purpose kept with counterfoils in book form duly numbered and paged?

7. *Cheques.*—Are required entries as regards undrawn balance made invariably on the reverse of the counterfoil of each cheque drawn to guard against the over-drawal of credit?

8. *Contingencies.*—(*a*) Is an order book for contingent charges maintained?

(*b*) Is a contingent register maintained?

9. *Salaries.*—(*a*) Are salary bills prepared with reference to the attendance register, leave register, and Office order book?

(*b*) Is an acquittance roll maintained?

(*c*) Are all salaries drawn duly disbursed and proper receipts taken therein?

(*d*) Are stamps affixed to receipts in respect of payments got duly cancelled, so that, they may not be used again?

(*e*) Is the acquittance roll examined every month by the Head of the Office?

V. Records.

1. *System of Record arrangement.*—(a) Under what system are the records of the office arranged?

(*b*) Are the files of papers preserved in proper order in the respective shelves?

(*c*) Are soiled or torn file boards promptly replaced by fresh ones?

2. *Sorting of Records.*—(*a*) Are all the records sorted according to the prevailing system?

(*b*) If not what is the quantity of papers remaining to be sorted?

(*c*) What time is necessary to complete their sorting?

3. *Indexing of important and ordinary files.*—Is an index register of all papers of important and ordinary series being maintained properly without undue delay?

4. *Issue of Records.*—(*a*) Is a Record Issue Register maintained?

(*b*) Are records permitted to be removed without a substitution slip signed by the requisitioning official?

(*c*) Are records asked for by the Disposing Clerks furnished without undue delay?

5. *Outstanding disposed of files.*—(*a*) Are any of the disposed of files detained unnecessarily by the Disposing Clerks without being sent to the records?

(*b*) In the case of records taken out of the Record Room and outstanding for long periods, has a list of them been made out, and brought to the notice of the Head of the Office ?

6. *Registers and Account Books handed over to the records.*—(*a*) Is a stock list of registers maintained ?

(*b*) Are labels affixed to the outside cover of each register and account book showing the number, name, volume, authority prescribing and the period embraced ?

7. *Gazettes.*—Are portions of special interest to the office detached as each Gazette is received and eventually bound for preservation ?

8. *Administration Reports.*—(*a*) Are Administration Reports of the Department got periodically bound up, the volumes being numbered ?

(*b*) Are Annual Reports of other City Improvement Trusts filed in order ?

9. *Destruction of unserviceable records.*—Have all time-barred papers been eliminated according to rules framed for regulating the periodical destruction of unserviceable records ?

10. *Library.*—Is a register maintained for entering books and publications as they are received and is it written up-to-date ?

VI. MEETINGS OF THE TRUSTEES.

1. *Minutes of the Boards Proceedings.*—(*a*) Are minutes of the Proceedings of each meeting, with the names of the trustees present, kept in a book and got signed at the next meeting ?

(*b*) Is a copy of the minutes of the Boards Proceedings invariably furnished to Government ?

VII. ABSTRACTION AND CONDENSATION OF CASH TRANSACTIONS.

1. *Registers of Compilation.*—Are bound registers in the approved form maintained to abstract and condense the whole cash transaction of the office for each month and kept up-to-date ?

2. *Register of works.*—(*a*) Is a register of works maintained to show the outlay on each work as well as on each head of work ?

(*b*) Are completion reports prepared and submitted in respect of completed works immediately after they are finished ?

(*c*) Note cases, if any, in which there has been considerable delay with reasons.

3. *Register of accepted tenders.*—(*a*) Is a register of tenders accepted and of petty contracts kept ?

(*b*) Has security been taken in all cases in cash or Government paper for the

due fulfilment of contracts or are deductions made from bills on this account ?

(*c*) Are there any advances to contractors (not payments on account) outstanding ? If so, give particulars for the advances.

4. *Register of appropriation.*—Is a register of appropriation posted up-to-date ?

5. *Register of liabilities.*—(*a*) Is a register of liabilities maintained and is it posted correctly up-to-date ?

(*b*) What is the amount of liability on the date of inspection under (1) Acquisition of properties, (2) work bills, (3) value of supplies.

6. *Pass Book.*—Is the pass book of the Mysore City Improvement Fund been correctly maintained and regularly sent to the Treasury for being written up ?

7. *Adjustment Book.*—Is the adjustment book properly kept and posted as transactions become known ?

8. *Initial accounts.*—(*a*) How are completed note and measurement books dealt with ?

(*b*) Note any book missing.

9. *Monthly accounts.*—Are the cash balance return, account current and other monthly accounts sent to the Comptroller, on due dates ? Note instances of delay.

10. *Accounts of deposits and miscellaneous advances.*—Note the longstanding items which ought to be cleared from (1) the deposit account and (2) miscellaneou advances and the steps taken to effect this.s

VIII. Stores of the Board.

1. What is the arrangement for securing the Board's stores and does it provide adequate safety against unauthorised removal of the Board's articles or introduction or substitution of inferior ones for articles accepted as sound ?

3. *Test of Articles received.*—(*a*) Who conducts the test and how is the record of the result of testing officer maintained ?

(*b*) What is the security taken from the Store-keeper ? Is it sufficient ?

3. *Stock Articles.*—(*a*) Is a register of daily receipts and issues of these articles maintained and systematically posted up ?

(*b*) Is the A form register prescribed in the Public Works Department Code kept, and is the stock abstract book maintained ?

(*c*) Are the entries in the register checked by the Head Accountant from time to time and the correctness of balances verified ?

4. *Tools and Plant.*—(*a*) In the register of tools and plant in Form A maintained in addition to the daily register of receipts and issues ?

(*b*) Are they posted up to date and duly checked by the Head Accountant ?

(*c*) Are all tools not in stores or in immediate charge of the Sub-Division Officer duly accounted for and recoverable ?

(*d*) Are all surveying and mathematical instruments in proper order ?

5. *Materials.*—(*a*) What registers have been maintained for noting the receipts and issues of materials ?

(*b*) Are they systematically posted by the Store-keeper and the accuracy of the entries certified by the Head Accountant ?

(*c*) Is a register of orders placed with firms and other dealers systematically kept and the obtaining of supplies regulated strictly in accordance with orders placed ?

(*d*) Are copies of Railway receipts kept serially numbered ?

(*e*) Are the transactions of materials at site correct ? Have the materials been counted within the last 12months and certified to be in good condition and at fair market rates ?

(*f*) Are there any surplus materials on which there have been no transactions during the past six months, and which are not likely to be required, within the next 12 monhs ? If so what steps have been taken in respect of them ?

IX. MAPS, PLANS AND OTHER DRAWINGS.

1. *List of maps, plans, designs, etc.*—(*a*) Are lists maintained separately of:—

(1) Authorised maps of the Mysore City and its environments obtained for the use of the Department ?

(2) Plans of the several parts of the city surveyed departmentally from time to time.

(3) Designs and sections of drains and their appurtenances, latrines, buildings, etc.

(4) Detailed drawings of Drainage and other miscellaneous works, and

(5) Sketches accompanying special reports, communications to other departments and subjects placed before the Board.

(*b*) Are the above maps, plans, designs, drawings and sketches arranged in the order of their serial number in the lists, so that they may be easily taken out for reference whenever necessary ?

2. *Worked out plans.*—Is a separate set of block plans preserved to show the improvements actually carried out against the proposals originally made ?

3. *Blue Prints.*—Is a register of blue prints taken out from time to time, mounted and supplied for the use of the out-door and in-door subordinates and for other purposes kept and properly maintained ?

4. *Register of Estimates.*—Is a register of estimates passed by the Board and those submitted to and sanctioned by Government properly maintained with authority, etc., noted ?

5. *Drawing and Mathematical Instruments.*—Are the drawing and mathematical instruments supplied to the drawing branch in proper order and properly cared for ?

X. Acquisition of Properties.

1. *Declaration Statements.*—(*a*) Is a collection of all the printed declarations published from time to time under the signature of the Secretary to Government in respect of properties needed for purposes of the Trust Board kept separately for ready reference ?

(*b*) Is a note of acquisition and payment of compensation made against each property, as it is acquired under the initials of a responsible officer ?

2. Is a sufficient period of not less than fifteen clear days given invariably in every case for the appearance of parties known to be interested in the property ?

3. *Calendar of acquisition cases posted for enquiry, etc.*—(*i*) Is a calendar of acquisition cases posted for enquiry and other pur poses maintained ?

(2) Are entries therein made up-to-date showing dates of adjournments, etc., if any ?

4. *Register of Claim Petitions.*—Is a register of claim petitions received in the Office maintained, with proper index ?

5. *Notices of Award.*—Are notices of award given immediately to such of the persons interested as are not present personally or by their representatives when the award is made ? Note instances of delay, or omission, if any ?

6. *Intimation of Payment of Compensation.*—(*a*) Are the out-door subordinates intimated promptly of the payments made on account of properties acquired, in view to enable them to take over their possession ?

(*b*) In cases where the amount of compensation is kept in the Treasury as a revenue deposit or sent to court, are the parties concerned given timely intimation of the same ?

7. *Registers and Accounts of the Compensation Section.*—(*a*) Are the undermentioned registers maintained with sufficient details in this section and are they up-to-date ?

(*i*) Register of properties acquired for purposes of the Board from time to time and payments made on this account.

(2) Register showing how and when the acquired properties were taken possession of and demolished.

(3) Register showing the movements of families displaced by the operations of the Trust Board and the help, if any, afforded to them by it.

(*b*) Are monthly abstracts of properties acquired and demolished prepared punctually before the 5th of every month ?

XI. PROPERTIES OF THE BOARD.

1. *Lands belonging to the Government of the Municipal Council vested in the Board.* —(*a*) Is a rigster of properties vested in the Board maintained up-to-date ?

(*b*) Does this Register show the appropriation of the several properties for Board's purposes and the resumptions, if any, made by Government or the Municipal Council ?

2. *Appropriations of Properties acquired by the Board.*—(*a*) Is a register showing in a compact form the several purposes with extent for which the lands and houses acquired by the Board have been appropriated, maintained in the Revene Branch ?

(*b*) Are these appropriations being regularly marked on plans ? Up to what period has this been done ?

(*c*) Are these plans of Trust properties serially numbered and prepared in triplicate and mounted, one set being supplied for use in the Acquisition Branch, another set in the Revenue Branch, and the third one for general use ?

3. *Trust properties available for sale or disposal otherwise.*—(*a*) Are the undermentioned registers maintained to show separately the different kinds of the Trust properties available for disposal, *viz.*

(1) Register of building sites formed.

(2) Ditto of small bits of land adjoining dwelling houses.

(3) Ditto of acquired houses remaining after the purposes of the Board have been served and

(4) Ditto of houses constructed by the Board ?

(*b*) Are the above registers up-to-date ?

4. *Applications for Trust Properties.*—Are these applications invariably registered in a special register maintained in the Revenue Branch and indexed and the progress of their disposal noted ?

5. *Properties sold or otherwise transferred to private parties.*—(*a*) Are the required mutchalikas embodying the terms as regards the raising of structures thereon being got executed by the parties concerned, in the case of building sites, invariably before their possession is handed over ?

(*b*) If conditions have been preimposed as to their user, have needful agreements been taken from the parties concerned and carefully preserved ?

(*c*) As regards the Trust houses, have proper mortgage deeds in all cases in which only a part of the purchase money has been paid, been got executed and duly registered before handing over their possession to the purchasers? Note exceptions, if any, with reasons?

6. *Free grants and sales at concession rates.*—If a separate register maintained of properties granted free or sold at concession rates from time to time, noting in it the object for which each grant or sale was made, with references to agreements obtained?

7. *Recovery of Trust Duty.*—(*a*) Are personal ledgers maintained by out-door subordinates for amounts to be recovered by the purchasers of Trust properties in their respective sections, and collections made accordingly, granting *ad-interim* receipts to the parties for payments made?

(*b*) Are challans in the prescribed form prepared by the out-door subordinates with all the details carefully filled up, for collectings made each day, and presented to office with the counterfoils of the *ad-interim* receipt books for check?

(*c*) Are the amounts covered by the passed challans paid correctly to the cashier and his initials obtained thereon?

(*d*) Are the *ad-interim* receipts granted by the collection staff caused to be brought back to the office duly endorsed by the party in exchange of the final ones signed by the Chairman?

8. *Register of realisations.*—(*a*) Are separate registers opened to show the realisations exclusively from?

(I) Sale of building sites.
(II) Sale of small bits of land.
(III) Sale of houses acquired by the Board.
(IV) Sale of houses constructed by the Board.
(V) Miscellaneous items.

(*b*) Are the required postings made in the register of realisations day to day with reference to the passed challans, without letting arrears to accumulate?

(*c*) Are the monthly totals of realisations as entered in these registers got verified by the Head Accountant with reference to the cash abstract and his initials obtained?

9. *Sums owing to the Board on account of properties sold.*—(*a*) Is a personal ledger maintained in the case of every sale transaction in which the purchase money is allowed to be paid subsequent to the date of sale? Note omission if any?

(*b*) Are these ledgers being posted up systematically in accordance with the entries in the registers of realisations and cross references marked? Are the postings complete up to the end of the month preceding the month of inspection?

10. *Building materials of acquired houses.*—(*a*) Are different registers maintained to show separately (1) the numbers of acquired houses the materials whereof were sold without removing them from the respective structures and (2) the numbers of houses the materials of which were removed by the department and then sold ?

(*b*) In cases of structures sold intact, have proper mutchalikas been obtained with a penal clause binding the purchasers to clear the site within a fixed time ? Are the terms of these mutchalikas strictly enforced in cases of default ?

Note instances, if any, in which action has been delayed with reasons.

(*c*) In the case of properties demolished by departmental agency, are lists of materials secured from each house appended to the demolition bills ?

Are particulars of such materials entered against the respective properties in the register of properties demolished departmentally and references made to the sale memos or lists when such materials are sold ?

11. *Materials from works.*—Is a proper account of materials removed from works maintained in the Sub-Division Office and are monthly returns showing their receipts into and issues, from the stores rendered to the Chairman's Office regularly ?

12. *Hire and lease of Trust Properties.*—(*a*) Is a register of Trust properties leased or let out for hire maintained ?

(*b*) Are references to the agreements obtained in respect of these properties shown respectively against them ?

Are these agreements preserved carefully till they become obsolete ?

(*c*) Are recoveries of the amount of lease or hire being made punctually according to the terms of the agreements. In cases of default, are prompt steps taken to enforce the penal terms of the agreements ?

13. *Title-deeds.*—Are title-deeds serially numbered, and the parties receipt obtained in a separate book before they are issued ?

XII. LOANS UNDER SECTION 27 (3) OF THE CITY OF MYSORE IMPROVEMENT REGULATION.

1. *Register of Loan Applications.*—Is a register of loan applications received and disposed of maintained with columns provided for entering all the particulars contained in Articles 3 to 9 of the Loan Rules ?

2. *Register of loans sanctioned.*—(*a*) Is a personal ledger maintained in the case of each loan transaction ?

(*b*) Are these ledgers being posted up systematically ?

(*c*) Are the postings complete up to end of the month preceding the month of inspection ?

3. *Securities for loans granted.*—(*a*) Does the register show in each case the securities obtained for loans granted their nature and value ?

(*b*) Is the rule of the extent of loan granted being at no time in excess of ⅔rds of the value of the security obtained, strictly observed invariably in every case ?

(*c*) Are all fluctuations in the value of securities of immoveable properties systematically recorded in this register, upon the monthly reports received from the out-door subordinates in this respect ?

4. *Bonds.*—Are mortgage bonds in the prescribed form C, and security bonds, where necessary, in the prescribed Form D, obtained and got duly registered before granting the sanctioned loan, and kept in safe custody along with the documents of title presented by the parties ?

5. *Orders granting loans.*—(*a*) Is the endorsement on the loan order required under Rule II of the Loan Rules obtained from the parties concerned and are copies of these loan orders given to them invariably in every case ?

(*b*) Are the dates fixed for the commencement, progress and completion of works for which loans have been granted invariably entered in the prescribed Form B of the loan order in each case ?

(2) Is the progress of works stipulated to be done by each person to whom loan has been granted periodically ascertained ?

(3) In how many cases has misapplication of loans been noticed ?

(4) Are recoveries made regularly in accordance with the terms of the loan order ?

MISCELLANEOUS.

Is an Inspection Minute Book maintained as required in paragraph of Government Order No. 10870-915—E. A. G. 13-14-1, dated 10th April 1915, and are all points requiring action noted therein.

Extent to which points noted during previous inspections have been attended to may be looked into. Is a test inspection done every months as required by Rule 56 of the General Rules of Office Procedure ? Any general questions for improving the efficieacy of the office ?